



The Parking Shop
Suite 1
Forster House
Forster Business Centre
Framwellgate Moor
DH1 5HL

Durham City Controlled Parking Zone Application Form Resident & Visitor Permits

Please read 'Conditions of Use' and complete the following, where applicable. Please use black or blue pen and print in CAPITAL LETTERS.

1	Applicant Details	Mr/Mrs/Ms/Miss (delete as applicable)
Full Name		
Address.....		
.....		
Postcode.....		
Telephone Numbers:		
Home.....		Work.....
Mobile.....		
Email Address.....		

2	Permit Type	
<i>Up to 2 resident permits are allowed, <u>minus the number of off street parking places</u> – you are required to declare this information in Section 5.</i>		
I wish to apply for :- (please tick as appropriate)		
Resident Permit – 1st Permit	3 month	<input type="checkbox"/> £10.00
	6 month	<input type="checkbox"/> £20.00
	9 month	<input type="checkbox"/> £30.00
	12 month	<input type="checkbox"/> £40.00
	15 month	<input type="checkbox"/> £50.00
	18 month	<input type="checkbox"/> £60.00
Resident Permit – 2nd Permit	3 month	<input type="checkbox"/> £15.00
	6 month	<input type="checkbox"/> £30.00
	9 month	<input type="checkbox"/> £45.00
	12 month	<input type="checkbox"/> £60.00
	15 month	<input type="checkbox"/> £75.00
	18 month	<input type="checkbox"/> £90.00
Resident Visitor Permit (Scratchcard) <i>(up to 6 books allowed per 12 week period)</i>	1 book	<input type="checkbox"/> £4.50
	2 books	<input type="checkbox"/> £9.00
	3 books	<input type="checkbox"/> £13.50
	4 books	<input type="checkbox"/> £18.00
	5 books	<input type="checkbox"/> £22.50
	6 books	<input type="checkbox"/> £27.00

3 Vehicle Details (to be completed for Resident Permits only)

Vehicle 1

Vehicle Registration Number
Make (eg Ford)
Model (eg Focus)
Colour

Vehicle 2 (if applicable)

Vehicle Registration Number
Make (eg Ford)
Model (eg Focus)
Colour

4 Documentation Required

All new applications must be completed either by post or in person. However, provided you are a permanent resident and have not changed address or vehicle, renewals may be made by telephone and the permit(s) will be posted to your address.

Resident Permits: Please supply proof of residence and proof of vehicle ownership as shown in 4A & 4B below.

Visitor Permits: Please supply proof of residence as shown in 4A below.

4A. Proof of Residence

* Dated within 12 months of application

** Dated within 3 months of application for new applications, dated within 12 months for renewal applications

*** Dated within 3 months of application

Please tick one of the following and supply a photocopy:

PERMANENT RESIDENTS/OWNERS

- Council Tax Document *
- Utility Bill **
- Mortgage Agreement***
- Driving Licence (renewal applications only)

TEMPORARY RESIDENTS/TENANTS

- Signed Tenancy Agreement

NB When a rolling Tenancy Agreement is provided as proof of residence, a supporting letter from the landlord or his agent must be provided confirming that:

a) the agreement has not expired; and,

b) the landlord will retrieve and return the permit(s) to the Parking Shop should the tenant cease to live at the property.

4B. Proof of Vehicle Ownership

** Dated within 3 months of application

Please tick one of the following and supply a photocopy:

- Vehicle Registration Document
- Authorised Bill of Sale/Invoice **
- Current Hire/Lease Agreement
- Valid Certificate of Insurance with applicant as named driver

5 Parking Availability

Number of off-street parking spaces for the property (double garage, driveway, designated bay, hard standing or other space available for parking a vehicle)

6 Application/Payment Options

By post: Please send completed application form and cheque payment to The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Please make cheque payable to 'NSL Ltd'. Please do not send cash or credit/debit card details in the post.

In person: At The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Opening hours are Monday to Friday 8am to 6pm. Payments may be made by cash, credit/debit card or cheque/postal order made payable to 'NSL Ltd'.

By telephone: Please ring 0191 384 6633 and have your credit/debit card details ready (if paying by phone you do not need to complete an application form).
(renewals for permanent residents only)

7 Declaration

I declare that the information provided with this application is correct and that I agree the permit will be withdrawn should conditions of use be contravened.

Signature Date

I confirm receipt of my permit together with a permit list detailing the permitted parking zones.

Signature Date

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CONDITIONS OF USE

Resident Permit

Resident Permits will only be issued by the Parking Shop to residents within the CPZ. First permits are charged at £40 per year and second permits are charged at £60 per year. Permits for 12, 15 and 18 month periods are available. Permits are available for short term residents for the period stated on their tenancy agreement.

Short term residents on a rolling tenancy agreement may purchase a permit for a maximum period of 3 months only. The permit application must be supported by a copy of the signed tenancy agreement and a letter of confirmation from the landlord/letting agent on company letterhead or from the landlord/letting agent's email address, confirming that:

- a) the agreement has not expired; and
- b) the landlord will retrieve and return the permit(s) to the Parking Shop should the tenant cease to live at the property.

The permits are for use by residents only and have the vehicle registration number printed on them. Permits are non-transferable between vehicles. The vehicle must be registered in the name of the applicant. Permits can be transferred to a new vehicle on return of the permit.

Permits will not be issued for passenger vehicles weighing over 7.5 tonnes or those longer than 6 metres.

The permit allows residents to park in both permit holder only areas and on street pay and display bays.

The issue of a resident permit does not reserve or guarantee the availability of a parking space.

Resident permits will not be issued to applicants where a penalty charge notice remains outstanding and the Traffic Enforcement Centre has given the local authority permission to prepare a Warrant of Control.

A maximum of two permits will be issued per household. Additional vehicle details should be supplied with an application for more than one permit. If the household has off street parking available, the number of permits will be reduced by the number of off street parking places. Off-street parking provision need not be attached to the property and may be in the form of detached garages, parking spaces etc.

Properties which are multiple occupancy, such as a house sub-divided into flats, will be treated as one residence and will be eligible to apply for two permits unless it is split into several discrete flats and is registered with the Council as such. In this case each flat will be entitled to one permit.

New applications can be made either in person, by post, or by email following submission of a completed application form enclosing proof of residency and vehicle ownership. Temporary residents must provide a copy of their signed tenancy agreement.

For renewal applications made by permanent residents, providing that the address and the vehicle remains the same as the previous application, payment can be made by telephone and the permit can be posted to the residents' address. Alternatively, if the resident wishes to renew their application in person, they will also need to provide proof of residency if they would like the permit handed over, otherwise the permit will be sent to the applicant's address. If the resident has changed vehicle, renewal applications will still need to be made in person, by post, or by email, providing proof of vehicle ownership. If they would like to renew in person, they will also need to provide proof of residency if they would like the permit handed over, otherwise the permit will be sent to the applicant's address.

Renewal applications from temporary residents cannot be made by telephone. They will need to re-apply either in person, by post, or by email enclosing a copy of their signed tenancy agreement (and proof of vehicle ownership if these have changed since previous application).

All applicants must declare whether there is any off-street parking available to them (please complete Section 5 on attached sheet).

Resident Permits are zone specific and cannot be used in any other zone other than the zone in which the resident's property is located.

Please note, due to the historic nature of the streets within the CPZ the supply of on street parking space is limited in some areas. We are therefore unable to provide resident permits for occupiers of new developments/conversions after 2000. Before moving to a new development/converted property please ensure that the parking provision available to you is adequate for your needs.

Resident Visitor Permit (Scratchcard)

Scratchcards will only be issued by the Parking Shop to residents within the CPZ and can be purchased at a cost of £4.50 per book. A maximum of six books may be purchased per household every 12 weeks (temporary residents may obtain up to 12 weeks' worth of scratchcards at a time depending on length of tenancy). The following types of scratchcard books are available:

- 15 no. 3 hour scratchcards
- 5 no. 1 day scratchcards

Scratchcards allow visitors to park in both permit holder only areas and on street pay and display bays, and can only be used when visiting the property to which the scratchcards were issued.

Scratchcards do not allow parking in contravention of any other restriction such as waiting or loading restrictions or bays designed for specified purposes. Failure to follow the rules may result in a penalty charge notice being issued by a civil enforcement officer.

The issue of a scratchcard does not reserve or guarantee the availability of a parking space.

Scratchcards will not be issued to applicants where a penalty charge notice remains outstanding and the Traffic Enforcement Centre has given the local authority permission to prepare a Warrant of Control.

Three of the 3 hour scratchcards can be used for a full day's parking i.e. the tenth hour is free. There is no limit on the number of scratchcards that can be used consecutively to allow a visitor to stay all day or for a number of days.

Hotels and guest houses may apply for up to 18 books of visitor scratchcards every three months.

New and renewal applications made by permanent residents can be made either by telephone, in person, by post or by email. If applying/renewing in person, the resident will need to provide proof of residency if they would like the scratchcards handed over, otherwise they will be sent to the applicant's address.

New and renewal applications made by temporary residents can be made in person, by post or by email, providing a copy of their signed tenancy agreement.

Residents cannot purchase new books of scratchcards until they have used up their current allocation. An allocation of six books per resident is permitted within an 84 day (12 week) period. If a resident chooses not to purchase their allocation of six books in one go, then the following conditions apply:

Number of books of scratchcards purchased	How long residents must wait before purchasing any more scratchcards
1 or 2 books	28 days (4 weeks)
3 or 4 books	56 days (8 weeks)
5 or 6 books	84 days (12 weeks)

Due to the historic nature of the streets within the CPZ the supply of on street parking space is limited in some areas. Therefore, scratchcards will not be available to occupiers of new developments/conversions after 2000.

Lost/Stolen Permits

All lost or stolen permits must be reported immediately. Lost or stolen permits will be cancelled and replacements charged at £10.00 per permit.

General Conditions

1. The Council has the right to withdraw or cancel a permit at any time. You will be notified of the withdrawal or cancellation in writing at the address shown on your application. The permit will be invalid three working days after notification in writing is posted.
2. The permit will become invalid and must be returned if:
 - a) you move from the area;
 - b) you sell the vehicle for which the permit was issued;
 - c) where circumstances change since the application such that the permit is not in compliance with the requirements of the Conditions of Use;

- d) where it appears there has been abuse of the system for the advantage of the resident, or others or for financial gain.

A quarter of the annual fee may be refunded for every whole quarter for which the permit would remain valid.

3. The permit must be displayed conspicuously in the windscreen of the vehicle so it is clearly visible from the outside.
4. The registration number on the permit must be the same as the registration number on the vehicle to which it applies. Any unauthorised alterations to the permit will render it invalid.
5. Permits will not be issued for passenger/goods vehicles weighing over 7.5 tonnes or those longer than 6 metres.
6. You must produce evidence that you are entitled to a permit when asked to do so by a representative of the Council.
7. You must obey the law relating to parking and obstruction of the highway. A permit is only valid in areas designated for permit parking. Any penalties incurred for parking on yellow line restrictions, disabled bays or loading bays are the responsibility of the vehicle owner/registered keeper.
8. Where an Authorised Officer of the Council has reasonable cause to believe that a permit(s) issued in accordance with these conditions has been wrongly acquired or not used in accordance with these conditions or there was intent to deceive, the officer may invalidate a permit(s) issued to the residence. This includes (but is not limited to) the use of a visitor permit when the vehicle is not being used for the purpose of visiting a property within the CPZ.
9. If action is taken following a breach of these conditions, a resident may make a representation to Durham County Council's Parking Manager for a review of their case.
10. Abuse or continued misuse of a permit(s) will result in suspension of issue of further permits and the right to reapply will be reviewed annually.
11. By purchasing and using a permit(s) the holder(s) accept(s) these Conditions of Use.
12. Applicants are advised that the data held by Durham County Council in respect of their permit may be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud. For further information see <http://www.durham.gov.uk/article/2535/National-Fraud-Initiative>
13. Data Protection Act 2018 –
 - Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <https://www.durham.gov.uk/dataprivacy>.
 - Parking Services' privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <https://www.durham.gov.uk/media/24844/Privacy-notice-parking/pdf/PrivacyNotice-Parking.pdf>.
 - If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.

The issue of a permit does not reserve or guarantee the availability of a parking space.