

## RESIDENT'S PARKING APPLICATION GUIDANCE NOTES

### 1. RESIDENTIAL ELIGIBILITY

If you live in an area with "On Street" parking restrictions and have no off street or parking facilities available to you. Or you are in close proximity to a Pay and Display car park you may be eligible for a residents parking permit where applicable and depending on availability. **There is no guarantee that there will be availability at the time of application.**

### 2. VEHICLE CUSTODY

You must be the registered keeper of the vehicle you nominate. This is demonstrated by your name and address appearing on the documents relating to the vehicle for which you are applying for a permit. If you have a company car or are a named driver, we will require in writing that you are the sole user of the vehicle to be eligible.

### 3. VEHICLE ELIGIBILITY

Your vehicle must be of a type and class laid down in the regulations. The classes of vehicle are:

- i) a vehicle not exceeding 2.28m high.
- ii) a vehicle not exceeding 5.25m long.

In all cases the width of the vehicle must be such that when it is parked it is fully contained within the confines of the parking bay.

Trailers/caravans are not eligible for residents parking permits.

### 4. COST OF PERMIT

Residents permits are available for 12 month periods only and cost **£60.00** per annum.

### 5. DISPLAY OF PERMITS

All permits must be displayed clearly in the windscreen of the vehicle. Failure to display your permit will lead to a Penalty Charge being issued.

### 6. CHANGE OF VEHICLE

If you change your vehicle during the validity of your permit you must return your existing permit. You will be required to produce either your new vehicle's registration document showing your name and address or the registration document for the vehicle together with other proof of ownership as described overleaf, before a replacement will be issued.

**No charge will be made for the first change of vehicle in any one permit year. However, subsequent changes will be charged at the rate of £10.00 per permit.**

### 7. REPLACEMENT OF STOLEN PERMITS

A replacement may be issued for any permanently stolen permit but the original is immediately rendered invalid by the issue of the replacement. You are required to sign to the effect that you will return your original permit if it is recovered.

#### LOST/DAMAGED/DEFACTED PERMITS:

**An administration fee of £10.00 will be charged for each replacement.**

### 8. REFUND

We are unable to issue refunds on our Resident Permit Scheme. This is due to a large percentage of this permit being an administrative charge.

### 9. RENEWAL

**It is your responsibility to renew your permit. It is advisable to apply to renew your permit at least 14 days prior to its expiry to enable your renewal to be processed in good time. You are not entitled to use residents parking areas on street, or park in the car park unless a valid permit is in your possession and displayed on your vehicle. If you have applied for a permit this does not give you any entitlement to parking benefits.**

#### IMPORTANT REMINDER

Parking permit applications are only accepted via our electronic form ([click here](#)). Permit applications will not be accepted by any other method.

If you require assistance in completing this form you can visit your [local Community Hub](#) or call our Contact Centre on 01633 644644.

**Monmouthshire County Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please see our fair processing notice at:**

[www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk)  
or contact Mr David Walton on 01633 644258