

WARWICKSHIRE COUNTY COUNCIL
ON-STREET VIRTUAL PARKING PERMITS
TERMS AND CONDITIONS

All permits are now virtual, no paper permits will be issued.

Residents and Visitors Permits

A resident's parking permit is valid for 12 months, and under the Resident Parking Scheme each property is entitled to apply for up to 3 Resident Parking Permits (see exceptions).¹

Residents may also apply for one visitor permit. Applications may be made by residents of eligible residential properties situated in permit controlled zones.

Responsibility for the renewal of each permit rests with the permit holder. Renewals can be applied for up to 1 month prior to the expiry date. Please allow sufficient time for the renewal to be processed before the expiry of the existing permit (changes to a resident's permit are not immediate and may take up to 3 working days to be processed).

Reminders - although we will try to contact you to remind you when your permit is due to expire, please be advised that it is the permit holder's responsibility to ensure that a valid permit exists for their vehicle.

No refunds are available.

Residents and visitors must park wholly in the permit parking places marked out on the road.

Permits entitle residents to park anywhere within the zone applied for and specified in the confirmation. This does not guarantee a space directly outside your property.

Owing to significant demand for on-street parking and the need to manage traffic throughput, the property/street in which you reside may be eligible for a permit without parking bays being present on that street. Please ensure the zone number for your permit corresponds with the zone number displayed on the parking restriction sign before leaving your vehicle unattended.

Vehicles must be parked so as to not cause an obstruction of the highway. Failure to do so may result in police or council enforcement action.

Resident permits are specific to one vehicle. If you change your vehicle you must change the details associated with your permit and upload proof of ownership before parking the vehicle. Residents permits allow a maximum of two changes per year.

The permit must be cancelled in the event of any of the following circumstances occurring:

- a) if you cease to reside at the property
- b) if you sell or dispose of the vehicle shown on the permit
- c) the council withdraws the permit or it ceases to be valid for any other reason.

Vehicles over 3050kg unladen are not eligible for permits within the Residents Parking zones.

The information provided must be correct. It is an offence to knowingly make false statements for the purpose of procuring a permit and may result in a prosecution being initiated.

Inappropriate use or misuse of a permit may result in the withdrawal of that permit.

The permit holder is subject to the provisions of the current "Warwickshire County Council (Civil Enforcement Area) (Waiting Restrictions, On Street Parking Places and Residents Parking) (Consolidation) Order". Details of which can be viewed at the County Council offices in Warwick.

For details on where you can park whilst using your permit, please visit www.warwickshire.gov.uk/parking.

Privacy Notice: To view our privacy notice, please see www.warwickshire.gov.uk/privacy

¹Except

- Elsee Road, Rugby where residents of eligible properties may apply for up to 2 resident permits.
- Zone R3, where residents of eligible properties may apply for 1 resident permit.
- Mill Street, Warwick, where residents of eligible properties may apply for up to 2 resident permits.

- Zones AW1 and AW2, (Ricoh Arena event days only) where permits are valid for two years and residents of eligible properties may apply for resident's permits for all vehicles they own.

Proofs of residence and vehicle ownership

We require proof that you reside at the address, and that the applicant either owns, or is insured to drive the vehicle.

Proof of Residence

Documents provided must show the name and address as provided in the application.

- Council Tax Bill or Water Bill (this must be the last bill you received from your provider)
- Bank Statement or Utilities Bill (gas, electric or landline telephone) and not more than 3 months old
- Current Driving Licence showing address
- Current Tenancy Agreement which must be signed by both you and your landlord
- Solicitor's Completion Letter if your property has been purchased in the last month.

Proof of Vehicle Ownership

We will only accept a copy of one of the documents listed below. Documents provided must show the same applicant's name and vehicle registration number as the application.

- Vehicle Registration Document (V5C)
- Current Certificate of Motor Insurance
- Hiring/Leasing Agreement
- Official Bill of Sale (if the vehicle has been purchased in the last month)
- If you drive a company vehicle and are unable to provide any of the documents above, we will require a letter from your employer on company letterhead, confirming the vehicle is owned or leased by them and that you are the sole keeper and user of the vehicle. We will also require a copy of the vehicle registration document (V5C) or lease agreement to be provided from your employer.

Carer/Doctor permits

1. Carers and doctors permits are available for parking a vehicle in a residents parking zone at or close to a patient's property solely for the purpose of discharging the medical or home care duties of the applicant.
2. Doctors permits also allow parking in a specified doctor's bay on-street at or close to the doctors usual place of practice.
3. Carers permits are not available for parking at a carer's usual place of work such as a residential care home.
4. For doctors a certificate of proof of entry on the general medical council register is required and an accompanying letter from the employer on official letterhead.
5. For carers a copy of your Disclosure and Barring Service (DBS) certificate showing employment as a carer is required.
6. Proof of vehicle ownership (V5C) or lease document will be required.
7. A permit is valid for 12 months and if a permit holder disposes of his or her vehicle or ceases to work for the company, they must cancel the permit.
8. The issuing of a permit does not reserve, buy or guarantee a parking space.
9. Responsibility for the renewal of the permit rests with the permit holder.
10. Permits are not interchangeable between vehicles. Additional vehicles, used solely for the purpose of discharging medical or home care duties at a patient's premises, may be registered upon production of the relevant proofs.

Inappropriate use or misuse of a permit may result in the withdrawal of that permit

Dispensations

1. Dispensations, which allow vehicles to park in restricted waiting areas or for longer than permitted, are available for businesses meeting the criteria as specified in the relevant traffic regulation order, available on our website.
2. Businesses are required to provide Companies House registration number or business bank account details or public liability insurance details.
3. Proof of works such as copy of contract specifying nature of work may be required.
4. Each dispensation expires at midnight.
5. Vehicles must be parked in the area specified in the dispensation.
6. Work requiring a dispensation must be carried out so as to minimise the amount of time the dispensation is required.
7. Dispensations may be cancelled by Warwickshire CC at its discretion.
8. Any abuse of the dispensation process may result in cancellation of the dispensation and future applications being declined.

9. No refunds are available.

Bay suspensions

1. Parking bay suspensions, which prevent previously permitted parking in specified lengths of road, are available for businesses meeting the criteria as specified in the relevant traffic regulation order, available on our website.
2. The standard length of a parking bay is 5m.
3. Businesses are required to provide Companies House registration number or business bank account details or public liability insurance details.
4. Proof of works such as copy of contract specifying nature of work may be required.
5. Each bay suspension expires at midnight.
6. Vehicles must be parked within the boundaries of the parking bay area specified in the bay suspension.
7. Work requiring a bay suspension must be carried out so as to minimise the amount of time the suspension is required.
8. Bay suspensions may be cancelled by Warwickshire CC at its discretion.
9. Any abuse of the bay suspension process may result in cancellation of the suspension and future applications being declined.
10. No refunds are available.