

Proposed Permit Parking Area for Ingleside Drive area (zone ID)

This guide tells you how new parking controls in Ingleside Drive area will work if it is decided after full consultation that they will go ahead.

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Parking restrictions, times and charges

Permit Parking only

A “permit parking only” restriction will apply to all on street parking and Council’s off-street car parks and garage compounds in

- Ansell Court;
- Baron Court;
- Cavalier Court;
- Chapman Road;
- Cranbourne Court;
- Fovant Court;
- Herne Road;
- Ingleside Drive;
- Knowle Court.

These will be in force from Monday to Saturday, between 8.30am and 5.30pm (excluding Bank Holidays/Public Holidays), except where bays are marked for other restrictions.

During the hours of operation, no motor vehicle may be parked within the Permit Parking Area (PPA) unless it:

- displays a Paper Resident Parking Permit, Caring Visitor Parking Permit, or Resident’s Visitor Parking Voucher that is valid on that day; or
- has a Virtual Resident Parking Permit, Caring Visitor Parking Permit, or Resident’s Visitor Parking Voucher that is valid on that day; or
- displays a Paper, or has a Virtual, Council Parking Permit and is being used in the service of the Borough Council; or
- is actively loading or unloading goods to or from a property within the street; or
- is a motorcycle, moped or mobility scooter; or
- is subject to another required exemption (vehicles undertaking highway works, statutory undertakers for utilities, the Royal Mail, Blue Badge holders for up to three hours, etc.).

Outside of the hours of operation these restrictions do not apply.

Enforcement against parking on yellow lines and across lowered kerbs is not changed by the PPA.

Any vehicle parked in contravention of these terms will be liable to receive a Penalty Charge Notice (PCN), also known as a parking ticket. The PPA will be patrolled daily by the Council’s Civil Enforcement Officers (CEOs) to ensure compliance.

Residents of all properties that have postal addresses in the controlled streets on the day the scheme comes into force will be eligible to apply for Resident Parking Permits, Caring Visitor Parking Permits, and books of Resident’s Visitor Parking Vouchers.

The costs of Resident Parking Permits, and Resident’s Visitor Parking Vouchers will be as detailed in table 1 below. These costs have been calculated on an anticipated “break even” cost only. Caring Visitor parking permits are issued free of charge to those eligible and are valid for two years. Residents that are blue badge holders are entitled to a free resident parking permit for their own vehicle.

Applications for permits and vouchers will be processed as quickly as possible, but it may take up to two weeks for Paper Permits or Visitor Vouchers to be delivered.

Virtual Permits or Visitor Vouchers are available immediately upon application and payment, and applications are checked retrospectively. If eligibility criteria are then found not to have been met, the resident is given the opportunity to provide further evidence. If sufficient proofs are not provided, the permit(s)/vouchers will then be cancelled.

Table 1: permit costs		
Permit	Cost – Paper Permit	Cost – Virtual Permit
First Resident Parking Permit in household	£68 (equivalent to 22p per day)	£62 per year (equivalent to 20p per day)
Second Resident Parking Permit in household	£94 (equivalent to 31p per day)	£88 per year (equivalent to 29p per day)
Third Resident Parking Permit in household	£120 (equivalent to 40p per day)	£114 per year (equivalent to 38p per day)
No household is allowed more than three Resident Parking Permits.		
20 Paper Resident’s Visitor Parking Vouchers	£20	
20 Virtual Resident’s Visitor Parking Vouchers	£15	
Caring Visitor Parking Permit for social or medical care	£0 per 24 months	
Administration fee for transfer of Resident Parking Permit to a new vehicle or to a new address within the PPA	£10	
Administration fee for refund of remaining full months in which parking permit is valid	£10	

Disabled parking bays

We are currently reviewing the disabled parking bays within the proposed PPA to determine if are still needed and if any of these must be made enforceable. Formal disabled parking

spaces are in force all the time (not only during the operational time of the PPA) and a valid Blue Badge must be displayed by anyone who parks in them.

Double yellow lines and the verge and footway parking prohibition

Double yellow lines are being proposed at several locations in Baron Court, Chapman Road, and Ingleside Drive to keep sightlines clear at junctions or prevent obstructions. Double yellow lines are in force all the time, and a permit doesn't let you park on them.

The verge and footway parking prohibition are also proposed and if implemented will cover all public highway land and the Borough Council's land in these streets, and it means that motor vehicles will be formally banned from parking on the pavement and green areas.

More detail on Parking Permits

Resident Parking Permits (RPPs)

The purpose of a Resident Parking Permit (RPP) is to allow a resident to park their vehicle, which is permanently kept at their address, near their home (this may include work vehicles supplied to them by their employer). An RPP can only be issued to a person who lives in the street and relates specifically to a vehicle that they have shown is theirs and they keep there. RPPs must only be used for the purpose of parking such a vehicle.

An RPP indicates the registration number of the vehicle it relates to and can only be used in that vehicle: if a paper RPP is placed in another vehicle it is not valid and if parked in the PPA during controlled hours that vehicle would be liable to receive a PCN.

An RPP will not be issued to any vehicle with a Maximum Authorised Mass (MAM or "revenue weight") of more than 3,500KG or which seats 12 or more passengers in addition to the driver.

To apply for an RPP, to prevent fraud and ensure only genuine residents are able to obtain a permit, when applying evidence of eligibility will be required as detailed in table 2 below.

Table 2: evidence needed to apply for a Resident Parking Permit

Proof of residence	Proof the vehicle pertains to the address
<p>You must supply a copy of one of the following showing that you live at the address:</p> <ul style="list-style-type: none"> • full UK driving licence; or • the current year’s Council Tax Bill; or • a utility bill (water/ electricity/ gas/ landline telephone) less than three months old; or • a bank statement less than three months old; or • a current tenancy agreement signed by all parties dated within the last four weeks; or • documents from your solicitor or mortgage company confirming you have completed purchase of the property within the last four weeks. 	<p>You must supply a copy of:</p> <ul style="list-style-type: none"> • the complete V5C logbook showing the vehicle is registered at the address; or • if the vehicle is newly purchased (within the last four weeks) and the V5C is not held: <ul style="list-style-type: none"> ○ an insurance certificate for the vehicle detailing that it is kept at the address, and ○ part 10 of the old V5C (“New keeper’s details”); or • in the case of a motability or lease car, the motability or hire/lease agreement for the vehicle; or • in the case of a company car, a letter from your employer on headed paper confirming that it is owned/leased by the company and that you are the sole keeper of the vehicle.

Residents will be able to apply for RPPs by post or online, subject to the charges set out in table 1 above.

Caring Visitor Parking Permits (CVPPs)

The purpose of a Caring Visitor Parking Permit (CVPP) is to allow essential health or social care visitors to park in the PPA during controlled hours. They can be issued to a person who lives in the street who has demonstrated that they need such vehicles, and do not relate to a specific vehicle in order that they can be used by different caring visitors as needed.

A maximum of two CVPPs may be held by any one household.

A CVPP must only be used for the purpose of allowing essential health or social care visitors to park. It must not be used to enable the habitual parking of a resident’s own vehicle in place of an RPP; for the convenience of social visitors in place of Resident’s Visitor Parking Vouchers ; or for any purpose other than that for which it is provided.

To apply for a CVPP as a resident, in order to prevent fraud and ensure only those in genuine need are able to obtain a permit, when applying evidence of eligibility will be required as detailed in table 3 below.

Table 3: evidence needed to apply for a Caring Visitor Parking Permit as a resident

Proof of residence	Evidence regular care visits are needed
<p>You must supply a copy of one of the following showing that you live at the address:</p> <ul style="list-style-type: none"> • full UK driving licence; or • the current year’s Council Tax Bill; or • a utility bill (water/ electricity/ gas/ landline telephone) less than three months old; or • a bank statement less than three months old; or • a current tenancy agreement signed by all parties dated within the last four weeks; or • documents from your solicitor or mortgage company confirming you have completed purchase of the property within the last four weeks. 	<p>You must supply a completed supporting application form signed by your doctor or medical/social care provider.</p>

Local services supplying essential health or social care may apply for CVPPs for their staff, if they have clients within the PPA. A CVPP must only be used for the purpose of allowing essential health or social care visitors to park. It must not be used to enable the parking of a vehicle in the PPA for any other purpose.

Table 4: evidence needed to apply for a Caring Visitor Parking Permit as a service provider

Proof of service provision	Evidence of need
<p>You must supply evidence that you are a <i>bone fide</i> service provider supplying health or social care.</p>	<p>You must supply evidence that it is necessary for you to hold a caring visitor’s parking permit, for example and without prejudice to the Council’s absolute discretion in issuing or choosing not to issue such a permit:</p> <ul style="list-style-type: none"> • because you have a client in the street who would be unable to pass you their own caring visitor’s parking permit upon arrival; or • because you supply a generalised essential health service that may include home visits at any time such as a Midwife or First Responder.

Residents and care providers will be able to apply for a CVPP by post or online, subject to the charges set out in table 1 above.

Once received, it may take up to two weeks to process an application. In the meantime, it will be necessary for caring visitors to use Resident's Visitor Parking Vouchers to park in the PPA during controlled hours.

Resident's Visitor Parking Vouchers (RVPVs)

The purpose of a Resident's Visitor Parking Voucher (RVPV) is to allow a resident's guests to park in the street. They can also be used to allow vehicles temporarily kept by a resident to park, for example a courtesy car provided by the garage while the resident's own vehicle is serviced. RVPVs can only be issued to a person who lives in the street, and when used Paper RVPVs must be completed to indicate the date of use and the vehicle the voucher is being used on. Virtual RVPVs must be assigned to a vehicle online to allow it to park.

Each RVPV is valid on one day only and for one vehicle only. If placed in another vehicle or used on more than one day it is not valid and you could get a PCN.

An RVPV will not be valid if used on any vehicle with a Maximum Authorised Mass (MAM or "revenue weight") of more than 3,500KG or which seats 12 or more passengers in addition to the driver.

The Council has the absolute discretion to cap the number of resident's visitor parking vouchers a property may buy in any 12 month period. Paper RVPVs do not have an expiry date; Virtual RVPVs must be used within one year of issue.

Paper RVPVs will be provided by delivery only, to addresses that are eligible: evidence of eligibility is therefore not generally required as attempts at fraud will simply result in residents receiving RVPVs that the attempted fraudster has paid for.

Residents will be able to apply for RVPVs by post or online. Once received, applications will be processed and Paper RVPVs sent out as quickly as possible but it may take up to two weeks.

Renewing your permit

Upon reaching its expiry date a permit ceases to be valid.

Permit holders should apply for a new permit before the expiry of their existing permit, and will be sent reminders to help them to do so.

When renewing their permit, a permit holder will need to submit up to date copies of the same information as required upon first application. This ensures that there is a robust audit trail and that permits are only issued to individuals, and for vehicles, that are eligible.

Change of vehicle

If a resident changes their car, they will need a new RPP displaying their new vehicle's details.

To apply to transfer a permit to a new vehicle, the resident will need to:

- return the existing RPP from their old car if they have a paper permit; and
- provide **Proof the vehicle pertains to the address** as detailed in table 2 above; and
- pay an administration fee as detailed in table 1 above.

The RPP for the new vehicle will have the same expiry date as the original RPP.

If the resident is unable to return the Paper RPP from their old vehicle, they will need to ask the Council to cancel it, and apply for a new RPP at the full annual cost providing full application details.

Moving house

If a resident moves house to another eligible address within the PPA, they will be able to keep their RPP/CVPP but must resubmit the relevant proof of residence in order that records can be kept up to date and a robust audit trail maintained. An administration fee is payable to cover the necessary costs of administration as detailed in table 1 above.

If a resident does not update their address, and the new resident at their previous address applies for an RPP, CVPP or RVPVs, this may result in the cancellation of any RPPs , CVPPs or RVPVs issued to the previous resident.

If a resident moves house to an address that is not an eligible address within the PPA, they should return all Paper RPPs or CVPPs they hold to the Council, or cancel any Virtual RPPs or CVPPs online, as they are no longer entitled to them. Any Paper RVPVs can either be similarly returned to the Council, or left at the property for the benefit of its new occupant(s); Virtual RVPVs should be cancelled online.

Refunds

When a Paper RPP is returned to the Council and a refund form is submitted with it, or a Virtual RPP is cancelled, then a refund will be payable pro-rata for any remaining complete months from the date it is received by the Council until the permit expires, subject to an administration fee as detailed in table 1 above, which will be deducted from the amount payable.

No refunds can be offered on CVPPs or RVPVs.

Misuse of permits and vouchers

Parking permits and vouchers must only be used for the purposes outlined above.

Any misuse will be taken seriously and may result in some or all parking permits and vouchers relating to the address in question being immediately withdrawn/cancelled and temporary or permanent loss of eligibility for replacements.

If it is believed that an attempt has been made to obtain permits or vouchers through deliberate fraud or deceit, or to otherwise defraud the Council, this may also result in legal action being taken.

All Resident Parking Permits, Caring Visitor Parking Permits, and Resident's Visitor Parking Vouchers will remain the property of the Council and must be surrendered immediately upon request from a Civil Enforcement Officer or duly authorised officer of the Council.