

Residents Parking Zone Permit Application Form

1. Please fill in all sections of the application form using BLOCK CAPITALS and sign it.
2. When you have completed your application form, post it to:
Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY.
Please ensure you include all necessary supporting documents and the correct payment. **Original documents are not required All copies will be securely destroyed.**
Please allow 5 working days for the delivery of your permit.
3. A vehicle may not be parked in a permit area until the permit is displayed in the vehicle.

Your details

Title			Your address must be within the residents parking zone. This must be your main residence.
Forename(s)			
Surname/Family Name			
Full address			
Postcode			
Contact number(s)			
Email address			
Vehicle 1 application only Proof of address being provided (please tick & enclose two of these)	Current Council Tax bill		All proofs must show the address and be dated within 3 months except the Council Tax bill which should be current.
	Utility Bill		
	Bank / Building Society Statement		
	Other e.g. copy of Tenancy agreement		
Vehicle 1 application only About your property	How many off-street parking spaces are available to your household at this property? This includes driveway, hard standing and garage (including in a block or rented at other premises).		

Vehicle 1 details

Registration Number			
Make		Colour	Model
Proof of Vehicle Ownership (please tick to confirm copy enclosed)	Vehicle registration document-V5C		Proof needs to show that you own or have authority to keep the vehicle. If your name is not on the vehicle registration document (V5C) then you will need to provide proof that you are entitled to have the vehicle (e.g. company car letter) and that it is registered at your address.

Declaration

I hereby apply for the above permit and declare that:

- I am resident at the address given and that the vehicle identified overleaf is owned/primarily used by me.

I undertake to return the permit to Epsom & Ewell Borough Council if:

- I cease to be a resident living within the controlled zone or
- I cease to be the user of the vehicle detailed, or
- I am issued a replacement permit, or
- The Council withdraws the permit under the relevant article of the applicable Traffic Order.

I understand:

- The Council has a duty to protect the public funds it administers and may therefore use the information provided, or share the information with other agencies or organisations.

Signature

Customer Signature		Date	
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Vehicle 2 details

Registration Number			
Make	Colour	Model	
Proof of Vehicle Ownership (please tick to confirm copy enclosed)	Vehicle registration document-V5C		Proof needs to show that you own or have authority to keep the vehicle. If your name is not on the vehicle registration document (V5C) then you will need to provide proof that you are entitled to have the vehicle (e.g. company car letter) and that it is registered at your address.
Proof of address	e.g. Bank or Building Society Statement		Proof should show that you reside at the address given at the top of this form

Declaration

I hereby apply for the above permit and declare that:

- I am resident at the address given and that the vehicle identified overleaf is owned/primarily used by me.

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I understand:

- That the Council has a duty to protect the public funds it administers and may therefore use the information provided, or share the information with other agencies or organisations.

Signature

Signature		Date	
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Offences

Permits obtained using false details or payment is dishonoured, will be revoked and the vehicle will be liable for penalty charges if parked where a resident's permit is required. In addition, the Council may bring legal proceedings against anyone dishonestly obtaining, or attempting to obtain, a parking permit.

How to apply and pay

By phone: by calling 01372 732000 and using a debit/credit card.

By post: completed application forms should be returned by post, enclosing the relevant items of proof. **Original documents are not required. All copies will be securely destroyed.**

By email: completed applications can be made by scanning and sending the application form and relevant items of proof to supportservicesmailbox@epsom-ewell.gov.uk
Cheques should be made payable to "Epsom & Ewell Borough Council".

Please do not send any cash by post.

Office use only

Proof of residence seen: Applicable zone checked: Proof of VRM checked:

Destroyed:

Returned:

Staff name Signature.....

Date Receipt No

Please note that a vehicle may not be parked in a permit bay until the application has been processed and the permit is displayed in the vehicle.

Residents' Parking Zone Guidance Notes

OVERVIEW

1. Epsom & Ewell Borough Council (EEBC) manages on-street zones and restrictions on behalf of Surrey County Council (SCC). Residents' Permits are administered in accordance with the rules in Traffic Regulation Orders made by SCC.
2. Only residents living within a Residents Parking Zone are entitled to a permit for that zone, if they meet the criteria set out in the FAQs.
3. Each question on the application form should be completed and fully answered.
4. Permits are issued for a period of 12 months.
5. To qualify for a residents parking permit, the address shown in your application must be your main residence. The Council must be satisfied that an applicant is a genuine resident and resides at the property.

VEHICLES

6. In order to qualify for a permit the vehicle for which the permit is intended for must be one of the following:
 - a. A passenger vehicle designed or adapted to carry up to eight people, excluding the driver
 - b. A small goods vehicle – i.e. up to 3.5 tonnes Maximum Gross Weight
 - c. A mechanically-propelled invalid carriage

PERMIT USAGE

7. The permit must be clearly displayed on the vehicle to which it relates.
8. You are only entitled to park within the Zone displayed on your permit.
9. The whole vehicle must be parked within the clearly marked parking places or bays.
10. A permit does not give any concession to park on yellow line or other restrictions.
11. A permit does not give the holder a right to park outside their home or guarantee that any parking space will be available.
12. If you change your vehicle, even for a short time, you must contact Customer Services to arrange a new permit or dispensation. There is a £15 charge. The normal evidence of vehicle ownership will be required (although not the evidence of residence). Permits will be issued within 5 working days.
13. Permits are only valid until the expiry date shown. Vehicles with out of date permits may be issued a penalty notice.

PERMIT COST & REFUNDS

14. The current charge for a resident's parking permit is £50 for the first permit and £75 for the second permit, valid for 12 months.
15. A permit holder who surrenders a permit to the Council after the permit has become valid is entitled to a pro-rata refund for the remaining full months of the permit.

LOST PERMITS

16. If a permit is lost, destroyed, damaged or stolen, the permit holder must notify Customer Services immediately so that an application for a duplicate permit can be made. A £15 charge will apply.

CHANGE OF VEHICLE

17. A new permit must be obtained in the event of a change of vehicle. Please complete a new application form available from Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. The normal evidence of vehicle ownership will be required (although not the evidence of residence) and the new permit will have the same expiry date as the old one. A £15 charge for this will apply. Permits will be issued within 5 working days.

VISITOR PERMITS

18. You are entitled to a maximum of 120 visitor permits within a rolling 12 month period
19. You can purchase permits singularly or in books of 10 up to your allowance.
20. Visitor permits can be brought in advance, allowing visitors to park in resident bays. Each permit costs £2 and is valid for one day.

CONTRACTOR VISITING THE PROPERTY

21. You can ask for a Waiver Certificate (dispensation) to allow contractors to park when they are carrying out work on your property. You will need to contact Customer Services on 01372 732000 to organise this.