

Residents Parking Zone Visitors 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, you can either post it or take it in person to:
Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. Opening hours Monday to Friday, 9am to 5pm (excluding bank holidays).
3. Make sure when you apply you include all necessary supporting documents and the correct payment. If you are applying by post, please allow 7 working days for the delivery.
4. A vehicle may not be parked in a permit parking place until a 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			
Proof of address being provided (please tick & enclose two proofs)	Current Council Tax bill		All proofs must show the address and be dated within 3 months except council tax bill.
	Utility Bill		
	Bank / Building Society Statement		
	How many permits are required?		Residents are entitled to 120 visitor permits per year.

Declaration

	<p>I hereby apply for the above permit and declare that:</p> <ul style="list-style-type: none"> • I am resident at the address given <p>I undertake to return the permit to Epsom & Ewell Borough Council if:</p> <ul style="list-style-type: none"> • I cease to be a resident living within the controlled zone or • The council withdraws the permit under the relevant article of the applicable traffic order. <p>I understand:</p> <ul style="list-style-type: none"> • 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.
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Signature			
Signature		Date	

Offences
 Permits obtained using false details, or where payment is not made or 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.

Payment	
Ways to Pay	<p>By Post; Cheques and postal orders should be made payable to "Epsom & Ewell Borough Council". Please do not send any cash by post.</p> <p>In Person; Payments can be made at the Cashiers within the Town Hall from 10:00 to 14:00 by cash, credit/debit card or by cheque.</p>

Office use only	
Proof of residence <input type="checkbox"/> Proof of VRM* <input type="checkbox"/> *not required if already supplied Checked applicable zone:	Notes:

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.

Visitors Permit Application Guidance Notes (Please retain)

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. Each question on the application form should be completed and fully answered.
3. To qualify for visitors parking permits, the address shown given in your application form must be your main residence. The council must be satisfied that an applicant is a genuine resident and resides at the property.
4. Residents are entitled to 120 visitor permits per year. They can be purchased singularly or in batches up to the maximum allowance.
5. Visitor permits can be brought in advance, allowing visitors to park in resident bays. Each permit costs £2 and is valid for one day.

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 motorcycle
 - d. A mechanically-propelled invalid carriage

PERMIT

7. The permit must be displayed on the vehicle to which it relates.
8. You are only entitled to park within the Zone displayed on your permit.
9. The 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 guarantee that a parking space will be available.
12. Permits are only valid for the date indicated.

CONTRACTOR VISITING THE PROPERTY

13. 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.