

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 a maximum of 120 visitor permits within any 12 month period. They can be purchased singularly or in books of 10 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 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.