

Parking Services  
PO Box 47, Leeds Road  
Newton Bar  
Wakefield, WF1 2YN  
T: 0845 8 506 506  
F: (01924) 306055  
E: [carparking@wakefield.gov.uk](mailto:carparking@wakefield.gov.uk)  
W: [www.wakefield.gov.uk](http://www.wakefield.gov.uk)  
Typetalk calls welcome

Date as Postmark

Dear Sir/Madam

### **RESIDENTS PARKING SCHEME**

Thank you for your recent enquiry regarding the obtaining of a parking permit to allow you to park, subject to both the legal restrictions and your property meeting eligibility criteria, on the resident's parking scheme.

Please find attached an application form, which should be completed and returned to the above address along with **photocopies of the documents required, as detailed on the requirements and conditions section. Please note that there are no reception facilities at this address so all applications should be posted in.** Residents/Visitors permits will be processed within 5 working days of receipt of correctly completed application forms.

Please note; the Conditions of the Parking Scheme must be retained for future reference.

### **FAILURE TO PROVIDE THE NECESSARY DOCUMENTATION WILL RESULT IN YOUR APPLICATION BEING DELAYED.**

Yours faithfully,

*Parking Services*

Parking Services

*Wakefield Council needs your personal details to provide you with the goods or services you have requested; therefore, in order to check your application, we may pass your information to other departments within the Council and relevant third parties.*

*Wakefield Council is also under a duty to protect the public funds it administers, to this end we may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. When involving any third party we will take all reasonable steps to ensure that they keep personal data secure and treat it confidentially.*

*For further information visit: [www.wakefield.gov.uk/nfi](http://www.wakefield.gov.uk/nfi)*

## APPLICATION FORM FOR RESIDENTS PERMIT SCHEME

### 1. TYPE OF PERMIT REQUIRED Please tick (✓)

RESIDENTS \_\_\_\_\_ VISITORS \_\_\_\_\_ BUSINESS \_\_\_\_\_

### 2. DETAILS OF APPLICANT Please complete in block capitals

Full Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone Number \_\_\_\_\_ Postcode \_\_\_\_\_

### 3. DETAILS OF VEHICLE(S) REGISTERED AT THE ABOVE ADDRESS

	Vehicle 1	Vehicle 2	Vehicle 3	Vehicle 4
Vehicle Registration Mark				
Make (e.g. Vauxhall)				
Colour				
Model (e.g. Corsa)				

### 4. DOCUMENTATION SENT Please tick (✓)

For required documents please refer to requirements and conditions section.

Proof of residency \_\_\_\_\_  
 Proof of vehicle ownership \_\_\_\_\_  
 Proof of business \_\_\_\_\_

### 5. DECLARATION

**I declare that I have read and agree to abide by the conditions of the resident's parking scheme and I have also provided sufficient proof that I am entitled to obtain and use the permit I have requested.**

Signed \_\_\_\_\_

#### FOR OFFICE USE ONLY

Proof of residency \_\_\_\_\_ Proof of vehicle ownership \_\_\_\_\_ Date issued \_\_\_\_\_  
 Visitors issued \_\_\_\_\_ Residents issued \_\_\_\_\_ Initials \_\_\_\_\_

## **REQUIREMENTS OF THE PERMIT PARKING SCHEME**

### **RESIDENTS PERMIT**

**WHEN APPLYING FOR A RESIDENTS PERMIT YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION :-**

#### **PROOF OF RESIDENCY**

One of the following documents :-

Utilities bill, bank statement, tenancy agreement or purchase completion statement (needs to be dated within last 3 months and showing applicants name and property address where the permit will be used). Photocopies only please.

#### **PROOF OF VEHICLE OWNERSHIP**

One of the following documents:-

Vehicle registration document (VQ5), insurance schedule (not insurance certificate unless it has the permit address on and needs to show name and property address). Photocopies only please.

**OR**

#### **FOR COMPANY VEHICLES NOT REGISTERED TO THE PERMIT ADDRESS.**

A letter, on company letterhead, outlining the permit address, full name of the driver and vehicle details (vehicle registration number, make, model & colour)

### **VISITORS PERMIT**

**WHEN APPLYING FOR A VISITORS PERMIT YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION :-**

#### **PROOF OF RESIDENCY**

One of the following :-

Utilities bill, bank statement, tenancy agreement or purchase completion statement (needs to be dated within last 3 months and showing applicants name and property address where the permit will be used). Photocopies only please.

### **BUSINESS PERMIT**

**WHEN APPLYING FOR A BUSINESS PERMIT YOU ARE REQUIRED TO SUBMIT THE FOLLOWING DOCUMENTATION WITH YOUR APPLICATION :-**

#### **PROOF FOR BUSINESS VEHICLES**

Proof of business use is required e.g. photocopy of utilities bill (must show business name, address and be dated within last 3 months) or official letter headed notepaper.

## **CONDITIONS OF THE PERMIT PARKING SCHEME**

1. Residents of properties included within the Permit Parking Scheme are entitled to Residents permits for however many vehicles are registered at the property address, plus one (1) Visitors permit.
2. Residents and visitors are able to park in the designated parking places provided that the appropriate permit is displayed.
3. Permits do not reserve a space.
4. Vehicles must be parked in the proper manner (i.e. close to and parallel to the kerb).
5. No vehicles with an unladen weight of over 3.5 tonnes are permitted to park in the residents permit areas.
6. Please ensure that when your visitor leaves, you recover the permit.
7. There is a £5.00 charge for the replacement of a lost or damaged visitors permit. If a permit is stolen there will be no charge if a police crime number is submitted.
8. If you vacate the property please return all permits to the Parking Services section.
9. If you change your vehicle, please return the old permit along with a completed permit application form and proof of vehicle details and residency to the Parking Services section and a replacement permit will be issued.
10. Failure to comply with the Conditions of the Scheme may result in a Fixed Penalty Notice being issued by members of West Yorkshire Police staff.
11. **If you have any problems with the enforcement (patrolling) of the residents parking scheme, please contact your local Police Station or call 0845 60 60 606.**