

Corporate Director: Tom Stannard

Planning, Transportation & Highways  
Service Director: Neil Rodgers

Parking Services  
PO Box 47  
Wakefield  
West Yorkshire  
WF1 2QW

T: 03458506506;

E: [carparking@wakefield.gov.uk](mailto:carparking@wakefield.gov.uk)

[www.wakefield.gov.uk](http://www.wakefield.gov.uk)

Typetalk calls welcome

Owner/Occupier

Dear Sir/Madam

### **RESIDENTS PARKING SCHEME**

Thank you for your recent enquiry to obtain a parking permit, subject to both the legal restrictions and your property meeting eligibility criteria, to park in a residents parking scheme.

Please find attached an application form, which should be completed and returned to the above address along with photocopies of any supporting documents that are required, as detailed in the requirements and conditions sections of the enclosed.

Completed applications can be posted to the address above or submitted in person to the Council at Wakefield One, Burton Street, Wakefield, WF1 2DD. Once a correctly completed application form has been received Residents/Visitor permits will be processed within 5 working days. Failure to provide any necessary supporting documentation will result in an application being delayed.

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

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 required by law to protect the public funds it administers. We may share information internally and externally with other organisations responsible for auditing, or administering public funds, or where undertaking a public function, in order to prevent and detect fraud. We may also disclose information to a Specified Anti-Fraud Organisation for the purpose of preventing fraud under Section 68 of the Serious Crime Act 2007. For further information visit <http://www.wakefield.gov.uk/fightingfraud>.*

**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 \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Telephone Number \_\_\_\_\_

**3. DETAILS OF VEHICLE(S) REGISTERED AT THE ABOVE ADDRESS THAT REQUIRE A NEW RESIDENT PERMIT**

	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 Permit Parking Scheme and I have also provided the required proof that I am entitled to obtain and use the permit(s) 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 show the applicants name and property address. This address must be where the permit is to be used). Photocopies only please.

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

One of the following documents:-

Vehicle registration document (V5C), insurance schedule (not insurance certificate, unless this certificate shows both the name and address of the Policy holder at the permit application address). Photocopies only please.

**OR**

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

A letter, on company letter headed stationary, detailing that the vehicle is kept at 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 show the applicants name and property address. This address must be where the permit is to 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. Parking permits remain the property of Wakefield Council at all times. Permits may be cancelled in the event of misuse / abuse, or if false information is supplied in the application process. Any permit which is cancelled must be returned immediately to the Council. Permit holders must not:

- Copy, alter or manipulate the Parking Permit.
- Hire or loan a visitors permit to persons not visiting the Permit Holder's address.

2. A permit does not guarantee a parking space at any time.

3. Residents and visitors are able to park in the designated parking places provided that an appropriate permit is clearly displayed in the vehicle.

4. The original permit must be displayed in the windscreen of the vehicle it is issued to, clearly displaying the face of the permit detailing the permit number, vehicle registration number and permitted parking zone so that it can be inspected by the Council or its representatives.

5. Vehicles must be parked correctly, (e.g. close to and parallel with the kerb).

6. No vehicles with an unladen weight of more than 3.5 tonnes is permitted to park in residents permit areas.

7. Visitor permits must only be displayed in a vehicle whilst the driver is visiting the property. Residents must ensure visitor permits are recovered when visitors leave.

8. There will be a £5.00 charge made to replace a lost or stolen visitors permit. Cheques/Postal Orders are to be made payable to Wakefield Council. This charge may be reviewed when replacing a stolen permit if a Police crime number is provided.

9. Residents vacating a property within a Permit Parking Scheme must return all permits to Parking Services.

10. Should a resident request a replacement permit due to a change of vehicle, the old permit is to be returned to Parking Services along with a completed permit application form. Proof of the new vehicle's details and residency must be forwarded with the application in order to obtain a replacement permit for the new vehicle.

11. If a permit is no longer required, please return it to Parking Services so that arrangements can be made to cancel it.

**PLEASE NOTE: Drivers that do not comply with Conditions of the Permit Parking Scheme are liable to be issued a Penalty Charge Notice by the Council or its representatives.**

**The Council reserves the right to amend any of these Conditions without prior notice should the need arise.**