

OFFICIAL USE ONLY:	PERMIT NUMBER	DATE OF ISSUE	PROCESSED BY

Parking Services

Standard Residents Parking Permit—Application Form

Please tick: **NEW APPLICATION** **REPLACEMENT** (lost permit/change of vehicle) **RENEWAL**

Please complete all sections in **BLOCK LETTERS** and black ink where possible. For all new applications or if any details have changed since your last permit, proof documents must be provided. Please call the Parking Services team on **01656 815626** or email: **residentpermit@bridgend.gov.uk** for advice or if you have difficulty providing the documents needed to apply for your permit. Please do not submit original documents. **PLEASE ENSURE YOU READ THE GUIDANCE NOTES PROVIDED AND SIGN THE DECLARATION ON THE BOTTOM OF THIS FORM.**

YOUR DETAILS: *required fields

Mr/Mrs/Miss/Ms or other title:* Surname: *

Forenames in full:*

Address:*

Postcode: *

Email address: *

Home Telephone: Mobile Telephone:*

PLEASE PROVIDE PROOF FROM THE FOLLOWING LIST THAT YOU LIVE AT THIS ADDRESS:

(Please provide a copy of one and tick) *Dated within last 3 months

*Utility Bill (gas/electric/water) *Phone Bill (mobile/landline)

*Bank/Building Society Statement Driving Licence

Council Tax Bill (Dated within last 12 months) Tenancy/Mortgage Agreement (Dated within last 12 months)

YOUR VEHICLE:

Please tick to confirm the vehicle is under 3500 kg in weight and no larger than 2.6 metres in height, is registered as Private/Light/Disabled and is adapted to carry no more than 12 passengers excluding the driver.

A) Are you the keeper/user of the vehicle? **YES** **NO**

B) Is the vehicle a company/works vehicle supplied by your employer? **YES** **NO**

IF YOU ANSWERED NO TO BOTH QUESTIONS A&B YOU ARE NOT ABLE TO APPLY FOR A PERMIT OF THIS TYPE - PLEASE RING 01656 815626

If yes: REGISTRATION NUMBER: COLOUR:

MAKE: MODEL:

PLEASE PROVIDE PROOF THAT YOU ARE THE KEEPER/USER OF THE VEHICLE: (Please provide a copy of one and tick) Vehicle V5 (logbook) Vehicle Insurance certificate Bill of Sale Motability Agreement A letter from your employer stating that you have been issued with a company car, to include confirmation of your home address.

DECLARATION

I hereby declare that:

- I live at the stated address and to the best of my knowledge meet the criteria for a parking permit.
- I agree to immediately surrender the permit to the council if I move address.
- I have read and understood the application form and guidance notes prior to signing this declaration.
- I understand that the permit can be withdrawn due to it being fraudulently obtained or improperly used.
- I understand that my application will be processed as soon as possible, and that I may not park my vehicle in the Resident Only Parking Zone during the hours of enforcement unless a valid resident permit is displayed.
- I understand that my application may be returned and the issue of my permit delayed if this form is incorrectly completed.
- I confirm I have either attached the required proof documents (new/replacement applications) or that no change of details has taken place since my last permit was issued (renewals).

Signature: **Date:**

GUIDANCE NOTES:

Please note that it is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The council will not hesitate to prosecute and conviction could result in substantial penalties.

Resident permits are not valid in offstreet car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space. Permits are only valid within the zone stated. Failure to display your permit could result in the issue of a penalty charge notice.

Replacements If you require a replacement permit due to a lost permit or a change of vehicle you will be required to submit an application for a 'replacement permit'.

**Please return this completed form via email to: residentpermit@bridgend.gov.uk
or by post to: Parking Services, BCBC, The Innovation Centre, Bridgend Science Park,
Technology Drive, Bridgend, CF31 3NA.**