Parking Services
PO Box 239
Newport
Isle of Wight
PO30 9FQ

Tel (01983) 823714
Email *parking.services@iow.gov.uk*
Web *www.iwight.com*

Resident Zone Parking Permit Application

Zone Requested:

Month permit is to commence from 01 ……

Payment attached/made ☐ Yes ☐ No Please telephone me for payment ☐ Yes ☐ No

The person completing the application and applying for the permit/s must be the resident AND owner of the vehicle/s.

Applicant 1) Title_____Forename_____Surname_____

Applicant 2) Title_____Forename_____Surname_____

Address_____

Postcode_____Telephone No_____

Email_____

Proof of residency attached ☐ Yes ☐ No

If not, please provide your Council Tax Reference Number_____

Vehicle Registration_____Make_____Model_____

Vehicle Registration_____Make_____Model_____

Proof of ownership attached ☐ Yes ☐ No Lease/Letter attached ☐ Yes ☐ No

If the vehicle is a lease/company vehicle, you must provide a copy of the vehicle ownership along with a copy of the lease agreement or a letter from your employer confirming that the vehicle is for your sole personal use.

Renewals: If you are renewing a permit and the vehicle is the same as the previous permit, you do not need to supply proof of ownership. Tick here if this is a renewal ☐

I have read and will abide by the Terms and Conditions of this permit as stated.

Applicant 1)_____ Applicant 2 _____Date_____

Permit applications should be sent or emailed to the address above.

Please note that reminder letters are not sent. You must ensure that you apply for your permit with sufficient time to enable us to verify any documentation and to take payment. We endeavor to process all applications within 7 days.

Your vehicle will not be covered for parking until payment has been taken and the permit issued.

Office Use only: Payment details…….…….. Permit Number/s……

RESIDENTS ZONE – TERMS AND CONDITIONS

1. A resident and owner of a vehicle may only apply for a parking permit for the zone in which they reside. (Max 2 per postal address) Permits will not be issued without a copy of:
   - Council tax document (as proof of residency)
   - Your V5 - Vehicle Registration document as proof of vehicle ownership (Unless renewing permit and vehicle unchanged)

   *If the vehicle is a lease or company vehicle, you will be required to provide a copy of the V5 along with a copy of the lease agreement or a letter from your employer confirming that the vehicle is for your sole personal use.

2. The permit will be issued at the cost of £40 for motor vehicles and £10 for motor bikes. Payment can be made by debit/credit card.

3. The permit will be issued for a 12 month period from the 1st of the month in which it is applied for (unless an alternative month is requested).

4. Permits will only be valid for vehicles with current MOT, Road Tax and Insurance.

5. The permit is only valid for display in the vehicle stated on the permit, within the specified parking zone.

6. The issue of a permit does not guarantee the availability of a parking space. It merely entitles the relevant vehicle to park in any of the designated parking bays if there is sufficient space. The vehicle must be parked wholly within a designated bay.

7. Your permit cannot be used in any vehicle other than the vehicle specified on the permit. Should you have a courtesy vehicle from a garage, you must contact parking services immediately by email to parking.services@iow.gov.uk or telephone 01983 823714.

8. A duplicate permit may be issued in respect of lost or defaced permits or if you change your vehicle. The old permit must be surrendered (if applicable). A charge of £10.00 + VAT will be made for the issue of such a permit. **A new permit will not be issued until the old permit has been received and payment taken.**

9. The permit is issued subject to the conditions of the current relevant Parking Places Order, which may be seen during normal office hours at the Council offices.

10. The permit must be clearly displayed inside the front nearside windscreen and remains the property of the Isle of Wight Council. Failure to clearly display the permit for whatever reason will render the driver liable to a penalty charge.

11. Permits must be surrendered to the Council if:

- You cease to be a permanent resident at a qualifying address.
- You no longer own the vehicle for which the permit was issued.
- The vehicle is adapted or used in such a way that it no longer qualifies for a permit.
- You require the issue of a duplicate or replacement permit.

12. A refund will be made on the remaining full chargeable months, less an £10.00 + VAT administration charge. However, a refund will not be issued if the permit is not returned to Parking Services.

The personal details provided by you will be held on a database and used for the purposes of Parking Services. The Isle of Wight Council is the data controller for the purposes of the Data Protection Act 1998. Please note that the information collected may be accessed by virtue of the Freedom of Information Act 2000 or by yourself under the Data Protection Act 1998. This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the web-link to the Level 2 notice on the Isle of Wight Council's website. The web address is www.iwight.com/nfi