



Residents Parking Permit Information & Application Form

A. Your Entitlement to a permit

1. You are entitled to a parking permit if your residence falls within any Residents Parking Area. If the residence is not your principal home, you do not qualify for a permit.
2. The vehicle must be registered to you with the DVLA or you must provide evidence that it is used solely by you and does not weigh over the maximum of 2.5 tonnes (gross vehicle weight). Vehicles/Mini Buses that can carry 12 passengers or more exclusive of the driver and vehicles exceeding 5.3m long by 2.25 high are not included in the Resident Parking Scheme.
3. The Council reserves the right to refuse to issue a permit or to suspend and/ or withdraw the permit at any time.

Permits are not required for resident's motorcycles which may be parked free of charge in resident parking bays (perpendicular to the kerb only).

There is an allocation of a maximum of 2 permits per property providing the address is listed within the Resident parking Scheme.

Development Control Guidance Note

The Council recognizes that in some cases new build, conversions of existing properties into multiple units, and premises that create multiple occupation, within Swindon's urban area are likely to result in insufficient off-street parking provision to support them, or none at all.

In these circumstances the Council will need to ensure that such developments do not generate unacceptable levels of on-street provision/parking. One area where this is of primary concern is existing Residential Parking Zones where parking is restricted and permits can out-number the total number of on-street spaces.

In order to keep the ratio of spaces and permits to its current level the Council considers all applications for permits against the original circumstances of the parking zone at the time it was created.

As a consequence, occupants of new development within these zones will in some circumstances be denied parking permits, and in other circumstances are not guaranteed the right to obtain parking permits.

Parking permits will not be issued to occupants of properties where planning condition/obligation has been imposed preventing occupants of the properties from applying for and obtaining parking permits.

You are advised to contact Parking Services at the earliest opportunity should you have any concerns regarding your right to make an application for a parking permit against a specific property address.

B. Conditions of use

For the permit to be valid it must be attached to the inside of the windscreen and clearly visible in its entirety from the outside of the vehicle.

Residents may park in Resident Permit Holder bays in any street within the zone where space is available, provided that a valid permit is clearly displayed. The Council does not guarantee availability of spaces. NB. Permits do not allow parking in "Limited Waiting Bays".

The permit is only valid for the registration number and zone that is printed on it.

The permit does not allow you to park on yellow lines, footways, verges, in car parks, taxi ranks, limited waiting bays, cycle lanes, disabled bays or loading bays.

Anyone parking in these areas may incur a Penalty Charge Notice. Parking in adjoining car parks is permissible overnight after 6pm until 6am. If an overnight car park ticket is purchased additionally this would then be valid until 9am if displayed with a Resident parking permit

Permits MUST be renewed yearly/six monthly. Residents are responsible for ensuring their permits are renewed on time, before their expiry. The permit remains the property of the Council and must be returned to the Council if you move from the property or sell your vehicle. The permit may be revoked if the Council has reason to believe that it is not being used in accordance with the regulations and conditions of use. Spot checks will be conducted to confirm validity of permits.

C. Permit period & cost

Permits cost £35.00 for one year if the applicant owns the property or is in an assured tenancy agreement or £25.00 for 6 months if the applicant is in a short hold tenancy. If you need help with these terms please contact us for advice. Second permits cost £75.00 per year. The price for a second permit for residents with a short hold tenancy is £50 for six months. Residents Permits/ Visitors Permits are free of charge to Disabled Badge Holders; however, the badge must be produced at the time of issue and is limited to one Resident Permit per Disabled Badge holder.

The permit is valid for use in the Area/Zone stated thereon. It does not guarantee the use or availability of a specific space or indeed, of any space. The Council reserves the right to reject any application or request a specific type of proof.

D. How to apply for a Residents Parking Permit

These forms are available on our website www.swindon.gov.uk. Please complete the application form, sign it and either:

1. Post your application to:
Swindon Borough Council, (Parking Administration), Wat Tyler House West, Beckhampton Street, Swindon, SN1 2JH
2. Email a scanned copy to parking@swindon.gov.uk

E. Confirmation of Residency and Vehicle Ownership Qualifications

The details provided when applying for a permit are subject to verification. Parking Services can request evidence to verify the details provided and will complete regular checks throughout the year. Failure to provide the requested documentation within the permitted period will lead to cancellation of all parking permits. No refunds will be made.

It is an offence not to inform DVLA of a change of keeper of the vehicle or change of the registered keeper's address.



Using Your Personal Information

Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- Shared with external agencies for printing purposes and payment
- Shared with the police or security organisations to prevent or detect crime.
- Shared with other departments within the Council or external parties for related enforcement purpose or as required to by law

If you would like more information about how we use your data, please read our Privacy Policy:



www.swindon.gov.uk/parkingprivacy or you can listen to our Privacy Policy by telephoning 01793 466700.

Spot checks will be conducted to confirm the validity of your permit.

For further information, see the Council's website (www.swindon.gov.uk/nfi) or contact the council's Internal Audit section at Swindon Borough Council, Civic Offices, Euclid Street, Swindon. SN1 2JH.

Data protection questions or complaints about the way your personal data has been handled, can be made via telephone on 01793 445500, by email, dataprotection@swindon.gov.uk or in writing to Data Protection Officer, Civic Offices, Euclid Street, Swindon, Wiltshire, SN1 2JH.

If you remain dissatisfied with the way your personal data has been handled, you have the right to complain to the Information Commissioner's Office at www.ICO.org.uk. This website also contains information on data protection and your rights and remedies.



Application for Resident Parking Permit

Please write in BLOCK CAPITAL letters

Name: (Mr/Mrs/Miss/Ms) delete as appropriate

Address:

Postcode..... Email address

Telephone No..... Are you the home owner a tenant other

Vehicle Registration Number: Is the Vehicle: a car? A van Other

The weight restriction in Residents Parking areas is 2.5 tonnes. If it is considered that your vehicle may exceed this you will be required to provide documentary proof of its weight before a permit can be issued.

Permit Type:

First Application Renewal Replacement

Start Date: Duration: 6 months 12 months

Payment types please tick: Credit Card Debit Card

To make payment by debit/credit card please include a contact telephone number that we can contact you to take payment.

Amount £ . Please tick if you require a receipt, stamped addressed envelope must be provided

Applicant's Declaration

A False declaration may lead to prosecution.

I hereby declare that:

- The address given is my usual place of residence / of business (delete as applicable) and that I do not hold a resident's/ business (delete as applicable) parking permit for another address in the district
- That the vehicle in respect of this permit is kept and used by me / is kept by another but used by me (delete as applicable)
- The information given in this application is true and accurate to the best of my knowledge and belief

I shall immediately surrender the permit to the Council in the event of any of the following:

- My ceasing to reside at the address for which the permit has been issued
- The disposal or cessation of use of the vehicle
- The Council withdrawing the permit or it ceases to be valid

I understand and agree that:

- The permit remains the property of Swindon Borough Council.
- At any time the Council may require me to verify my address or vehicle ownership.
- I will abide by the conditions of issue of the permit.

Applicant's Signature Date

For Office Use:

Permit No.

Date of Expiry

Issued by

Area/Zone

Concession issued?

Yes / No

If yes, Dates

from

to.....

Date of Issue

Charge Paid £

Payment Method