



Swindon Borough Council

**School Street Permit
Terms and Conditions of Use**

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Introduction

The terms and conditions of use gives information on the operation, eligibility and use of School Streets Permits in Swindon

For further information please refer to the information on School Streets on the Council's web page www.swindon.gov.uk/schoolstreets or contact Business Support Unit on 01793 445500 or write to Business Support Unit, Wat Tyler House West, Beckhampton Street, Swindon, SN1 2HJ.

- **School Streets Permits**

A School Street permit is available for residents/businesses whose property or premises are located on a school street, where signs, at the beginning and end of the restriction, prohibit motor vehicles from driving through.

The School Street permit will be required to enter or exit the Street, which is managed by signs and physical features during the hours of operation and is enforceable by Wiltshire Police.

A School Street permit allows you to proceed through the restricted area without accessing a property within the School Street.

All Permit holders must abide by the Swindon School Street Permit Terms and Conditions of Use.

- **Eligibility of a School Street permit**

A resident whose main residence is a property with a postal address located in the section of a School Street can apply for up to two permits per household. A permit is only valid for the vehicle registration printed on the permit for 24 months.

Swindon Borough Council reserves the right to refuse to issue a permit or to suspend and/or withdraw the permit at any time. All permits remain the property of Swindon Borough Council.

- **Entitlement to School Street Permit**

If your place of residence is your principal home and is within a School Street then you will be entitled to a permit for that street.

You will **not** qualify for a School Street permit if:

- you own a property in the School Street but live elsewhere
- you are a tourist.
- you are domestic staff (for example a nanny), but live outside the Borough.
- you want to supervise builders in a property you plan to move into.
- the vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA).
- you borrow a vehicle.

Please note a 'principal home' does not include a bed or makeshift bedroom in the back of an office or shop.

In order to keep the ratio of permits to its current level, all new applications for permits are considered against the original circumstances of the School Street at the time it was created.

- **Documents required for School Street permit**

To apply for a School Street permit you must provide evidence of residency and proof of vehicle ownership within the date requested on the written request by Swindon Borough Council. Failure to provide the documents requested within the period specified may result in the cancellation of your school street permit application. If you are unable to provide this within the time scales, please contact Swindon Borough Council immediately.

Examples of acceptable documents for residency are:

Original Bank Statement, Utility Bill or Council Tax notification dated within the last 2 months (not mobile phone or credit card statements).

Examples of acceptable documents for vehicle use/ownership are:

Vehicle Registration Document, Certificate of Insurance (or cover note), Bill of Sale or Lease Documents. Photocopies are acceptable but must be completely legible.

If you are not the owner of the vehicle but are the sole user, we need to see the insurance documents and a letter from the owner stating that you are the sole user of the vehicle.

- **Information regarding the use of School Street permits**

- you must clearly display the permit on the passenger side of your windscreen - the permit must be fully visible at all times.

- The permit is only valid for use on the vehicle whose registration and street name is printed on it.
- The permit is not valid if the expiry date has passed.
- The permit cannot be altered or tampered with in any way.
- The permit is non transferable and cannot be used in any other vehicle. Failure to comply with the permit terms and conditions of use may result in the issue of a penalty charge notice and the permit being cancelled.
- If your permit is cancelled by Swindon Borough Council, you are not entitled to a refund.
- The permit holder must abide by any parking restrictions in place. The permit does not give the driver permission to park within the School Street on any parking restrictions.

- **Damaged, lost or destroyed permits**

If your permit has been damaged, lost or destroyed and you need a replacement for the same vehicle, an administration fee of £10.00 is payable.

The replacement permit will be valid for the remainder of the life of the original permit that was damaged, lost or destroyed.

- **Stolen Permits**

If your permit is stolen and you provide a crime reference number, we will issue a replacement for you.

If you do not have a crime reference number, we will treat this as a lost permit and you will have to pay the administration fee for a replacement permit for the same vehicle.

- **Surrender of permits**

You must surrender the Permit to Swindon Borough Council in the event of any of the following;

- You cease to reside at the address for which the permit has been issued
- You dispose of, or cease to use the vehicle for which the permit has been issued
- If the Council withdraws the permit or if ceases to be valid for any reason.

- **Renewal of permits**

Permits must be renewed every 24 months and you are responsible for ensuring that your permit is renewed on time before its expiry date.

- **Change of address**

If you change your address, you must notify Business Support Unit who will advise you what action to take.

- **Cost of Permits and administration charges associated with permits**

Please refer to the School Street pages on [SSEZ- School Streets Permit](#) or telephone Business Support Unit for full details of costs of School Street permits and administration fees.

- **Proof of Vehicle Ownership**

You must include proof of vehicle ownership showing your name and the address within the School Street if you want to apply for a permit. This includes the Vehicle Registration Document, Certificate of Insurance (or cover note) Company Letter, Bill of Sale or Lease Documents. Photocopies are acceptable but must be completely legible.

If you are not the owner of the vehicle but are the sole user, we need to see the insurance documents and a letter from the owner stating that you are the sole user of the vehicle.

If you have just bought the vehicle we will accept your insurance documents and **either** your New Keepers Supplement (V5C/2) **or** a sales invoice (from a garage or dealers). You can only use these when you first apply for a permit for this vehicle. The permit issued will last for up to ten days to allow time for your Vehicle Registration Document to arrive from the DVLA.

Anyone who claims to be exempt from the DVLA regulations will not be eligible for a School Street permit.

- **Change of Vehicle**

If you change your vehicle there will be an administration charge of £10. The old permit must be returned to the Council.

- **Foreign Vehicles**

If you have just moved here from abroad with your vehicle, you may be entitled to a permit for up to six months, during which time the DVLA require the vehicle to be registered

Registration takes approximately two to three weeks and you can get details by calling the DVLA office on 0300 790 6802.

- **Hire and Lease Vehicles**

A copy of the hiring/leasing agreement showing the resident name and address is required.