EPSOM & EWELL BOROUGH COUNCIL

Residents Parking Zone Visitors Permit Application Form

1. Please fill in all sections of the application form using BLOCK CAPITALS and sign it.
2. When you have completed your application form, you can either post it or take it in person to:
   Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. Opening hours Monday to Friday, 9am to 5pm (excluding bank holidays). Make sure when you apply you include copies of all necessary supporting documents and the correct payment. **Original documents are not required. All copies will be securely destroyed.**
3. These permits are non – refundable and are valid for one year from date of issue.
4. A vehicle may not be parked in a permit parking place until a permit is displayed in the vehicle.
5. **Please allow 5 working days from receipt of a valid application for the issue of permits. If applying by post please allow at least 7 working days.**

Your details

Title		
Forename(s)		**Your address must be within the residents parking zone.**
Surname/Family Name		
Full address		**This must be your main residence.**
Postcode		
Contact number(s)		
Email address		
Proof of address being provided (please tick & enclose 2 of these proofs)	Current Council Tax bill		**All proofs must show the address and be dated within 3 months except the council tax bill which should be current.**
	Utility Bill		
	Bank / Building Society Statement		
	Other e.g. copy of Tenancy agreement		
	How many permits are required?		**Residents are entitled to a maximum of 120 visitor permits in any 12 month period**

Office use only

Proof of residence seen ☐   **Applicable zone checked :** ☐
Destroyed: **Returned:**
☐   ☐

Staff name …………………………………………………………… **Signature**……………………………………………………..

Date ……………………………………………………………… **Receipt No** …………………………………………………….

Declaration

I hereby apply for the above permit and declare that:

- I am resident at the address given

I undertake to return the permit to Epsom & Ewell Borough Council if:

- I cease to be a resident living within the controlled zone or
- The council withdraws the permit under the relevant article of the applicable traffic order.

I understand:

- The council has a duty to protect the public funds it administers and may therefore use the information provided, or share the information with other agencies or organisations.

Signature

Customer Signature		Date	

Offences

Permits obtained using false details, or where payment is not made or is dishonoured, will be revoked and the vehicle will be liable for penalty charges if parked where a resident's permit is required. In addition, the Council may bring legal proceedings against anyone dishonestly obtaining, or attempting to obtain, a parking permit.

Payment

Ways to Pay

By phone: by calling 01372 732000 and using a debit/credit card.

By Post; Cheques should be made payable to "Epsom & Ewell Borough Council".

Please do not send any cash by post.

Please note that a vehicle may not be parked in a permit bay until the application has been processed and the permit is displayed in the vehicle.

Once issued the permits are non –refundable.

Visitors Permit Application Guidance Notes (Please retain)

OVERVIEW
1. Epsom & Ewell Borough Council (EEBC) manages on-street zones and restrictions on behalf of Surrey County Council (SCC). Residents' Permits are administered in accordance with the rules in Traffic Regulation Orders made by SCC.
2. Each question on the application form should be completed and fully answered.
3. To qualify for visitors parking permits, the address shown given in your application form must be your main residence. The council must be satisfied that an applicant is a genuine resident and resides at the property.
4. Residents are entitled to a maximum of 120 visitor permits within any 12 month period. They can be purchased singularly or in books of 10 up to the maximum allowance.
5. Visitor permits can be brought in advance, allowing visitors to park in resident bays. Each permit costs £2 and is valid for one day.

VEHICLES
6. In order to qualify for a permit the vehicle for which the permit is intended for must be one of the following:
    a. A passenger vehicle designed or adapted to carry up to eight people, excluding the driver
    b. A small goods vehicle – i.e. up to 3.5 tonnes Maximum Gross Weight
    c. A mechanically-propelled invalid carriage

PERMIT
7. The permit must be displayed on the vehicle to which it relates.
8. You are only entitled to park within the Zone displayed on your permit.
9. The vehicle must be parked within the clearly marked parking places or bays.
10. A permit does not give any concession to park on yellow line or other restrictions.
11. A permit does not guarantee that a parking space will be available.
12. Permits are only valid for the date indicated.

CONTRACTOR VISITING THE PROPERTY
13. You can ask for a Waiver Certificate (dispensation) to allow contractors to park when they are carrying out work on your property. You will need to contact Customer Services on 01372 732000 to organise this.