

Applying for a parking permit



Please print out the application form (pages 5 to 8) and read the following notes before you fill it in.

What is a residential permit parking area?

If you live near a factory or a hospital for example, you may find it difficult to park near your home if spaces are taken up by workers or visitors. In areas like this, the council can take out a Traffic Regulation Order (TRO) to protect the on-street parking for local residents.

Who can have parking permits for residential areas?

Addresses listed in the TRO are called 'specified properties'. Only people who live in a specified property can apply for residential parking permits for that area. Other permits are available for non-residents.

Which permit do I need and how many can I have?

There are six different permits which are valid for residential permit areas:

1. Visitor permits

Visitor permits are issued to the occupants of a specified property and are for use by their visitors, when they are actually on the premises. They should not be used by someone as free parking whilst they go to work for example. Each property with a separate postal address can have one visitor permit.

2. Resident permits

Resident permits are issued for vehicles owned by someone who lives in a specified property. They have the registration number of the vehicle and cannot be used in any other vehicle. Each vehicle, owned by a permanent resident at the specified property, can have a resident permit.

3. Special residential permits

Special residential permits can be issued to the National Health Service, Local Authorities and charitable organisations.

This type of permit is free but the application must be approved before permits are issued.

4. Worship permits

These permits are issued to places of worship that are within a residential permit parking area, to allow congregation members to attend worship.

Worship permits are free but the times and days they can be used are restricted.

5. Business permits (including landlord permits)

Business permits are for occupants of business premises that are within the permit parking area but where no-one lives at the property. Or where a landlord needs access to the property to carry out works. They have the vehicle registration number on them and cannot be used for any other vehicle.

Businesses are allowed up to three permits but approval must be given before permits are issued. Landlords are entitled to one permit. There is a charge for these permits which are valid for one year from the 1st of any month.

6. Pedestrian area access permits

In some areas, parking or driving on particular streets is restricted to certain times and days. These areas are called 'pedestrian areas' where access to vehicles is restricted to allow pedestrians to move about freely.

Pedestrian area access permits can only be issued when there is a need to go through a pedestrian area to get to an off-street parking area. They have the vehicle registration number on them and cannot be used for any other vehicle.

These permits do not allow parking within the pedestrian area and you must have a specific off-street parking area available for use.

Permit application guidance notes

These notes will help you to fill out your application form correctly.

Section 1 - to be completed by **all** applicants

If you are applying to **renew** your permit, then we **don't** need to see proof of residency. If this is a **first time** application, then we **do** need to see proof of residency. *Please don't send original documents, photocopies will be fine.*

These are the only acceptable proofs of residency:

- a rental agreement;
- a council tax statement;
- a D.S.S. benefit book; or
- a sample of your company letterheaded paper.

Section 2 - this section must be completed by those applying for:

- resident permits;
- special residential permits;
- business permits (including landlord permits); or
- pedestrian area access permits.

If you are applying to **renew** your permit, then we **don't** need to see proof of vehicle ownership. If this is a **first time** or **change of vehicle** application, then we **do** need to see proof of vehicle ownership. *Please don't send original documents, photocopies will be fine.*

These are the **only** acceptable proofs of vehicle ownership:

- vehicle registration document (showing your current address);
- current insurance document (not a cover note) that shows your name, address and vehicle registration number;
- a long-term lease or hire agreement; or
- a letter from your company (on headed paper) showing your name, address and vehicle registration number.

Section 3 - pedestrian area access permits

You can only apply for this type of permit if you have an off-street parking place which you can only get to by going through a pedestrian area.

If you are applying to **renew** your permit, then we **don't** need to see evidence of the off-street parking place.

If this is a **first time** application, then we **do** need to see evidence of the off-street parking place.

Once you have completed the application form, please post it to:

The Parking Office, PO Box 1496, Huddersfield. HD1 9FT

More information

If you would like any more details about parking permits, or if you need any help with your application, please contact The Parking Office:

Tel: **01484 223222**

Fax: **01484 223227**

Email: **parkright@kirklees.gov.uk**

You can find out more information about parking permits on the Kirklees Council website at: **www.kirklees.gov.uk/parking**

The council may use the information you have provided to prevent and detect fraud. It may also share this information, for the same purpose, with other local authorities and organisations that handle and protect public funds.

Parking permit application form

Once you have completed this form,
please post it to:

**The Parking Office, PO Box 1496,
Huddersfield. HD1 9FT**



Section 1 - to be completed by **all** applicants (see guidance notes)

Title *(please tick)*

Mr Mrs Miss Dr Other *(please specify)*

First name

Last name

Name of business or organisation *(if applicable)*

Property number **Flat or room number**

Street or road name

District

Town

Postcode **Telephone no.**

What type of permit(s) do you require? *(please tick all that apply)*

- | | |
|--|---|
| <input type="checkbox"/> Visitor (1) | <input type="checkbox"/> Worship (4) |
| <input type="checkbox"/> Resident (2) | <input type="checkbox"/> Business (or landlord) (5) |
| <input type="checkbox"/> Special residential (3) | <input type="checkbox"/> Pedestrian area access (6) |

Why are you applying?

- to renew an expired permit
- new permit scheme
- new resident at this address
- to replace a lost or stolen permit

Type of property *(please tick all that apply)* → **How long have you lived at this address?**

- private house or bungalow
- private flat or room (self contained)
- private flat or room (not self contained)
- rented house or bungalow
- rented flat or room (self contained)
- rented flat or room (not self contained)
- place of worship

If less than a year, please put the date you moved in

If you are a short-term resident, a student for example, how long will you be living at this address?

business
Please say how long you have been at this property

from
to

What is your connection to the property? *(please tick all that apply)*

- owner and resident
- owner but **not** resident
- main tenant
- joint tenant
- student accommodation
- other *(please give details)*

If you are not the owner of the property, please give details of the owner or agent

Name of owner or agent

Address of owner or agent

Telephone no.

Section 2 - additional information for permits that have vehicle registration numbers on them - please complete **all** sections (see guidance notes)

	Vehicle 1	Vehicle 2	Vehicle 3
Registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	<input type="text"/>	<input type="text"/>	<input type="text"/>
Model	<input type="text"/>	<input type="text"/>	<input type="text"/>
Colour	<input type="text"/>	<input type="text"/>	<input type="text"/>
If van, max gross weight	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who is this permit for?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who is the registered owner?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address where registered <i>(if different from section 1)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Who is the main driver?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address where vehicle is kept <i>(if different from section 1)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Why are you applying for a permit with a registration number?

	Vehicle 1	Vehicle 2	Vehicle 3
to renew an expired permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
new resident at this address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
new permit scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
to replace a lost or stolen permit <i>(you may be charged for this)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
change of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
to replace a damaged or faded permit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section 3 - Pedestrian area permits - additional information

Company name

Address

Postcode

Telephone no.

Fax no.

Pedestrian area name

Do you have off-street parking? yes no

Off-street parking area name

Signature of applicant

For office use only

Permit number(s)

Correspondence scanned? yes no