

## **Residents On-Street Permit Parking**

### **Victoria Road area, Ashford**

<p><b>Victoria Road area Streets and Roads Eligible Addresses</b></p>
<p><b>Zone G</b></p>
<p>Victoria Crescent – The Entire Length Victoria Road – Numbers 30, 32, 34, 36, 38 &amp; 40 only</p>

### **Permit Application Form and Guidance Notes**

The scheme is designed to provide on-street parking facilities to residences in the Victoria Road area to counter parking and congestion problems.

The scheme prohibits general long-term parking within the designated zones between the hours of 8am and 10pm Monday to Saturday. During these times, long-term parking is only permitted by holders of a Resident's or Visitor's Parking Permit issued by Ashford Borough Council.

If you hold a Resident's Permit you may park in the space provided in the appropriate zone at any time. Those who do not have a Resident's Permit are only allowed to park for a limited period of 2 hours with no return to the zone within four hours. Drivers who do not comply with the parking restrictions will be issued with a Penalty Charge Notice by a Civil Enforcement Officer.

The scheme does not guarantee the availability of a parking space for your use outside your house, but you should be able to park in a designated parking space in a street in your own designated zone. Your parking permit is only valid in your designated zone; it cannot be used elsewhere. Restrictions are not in force on Sundays and between 10pm and 8 am on all other days.

A Resident's Parking Permit(s) application form is attached. You may apply to Ashford Borough Council for a Resident's Parking Permit(s) for use in the "Zone G" by completing and returning the form (please read the 'Note' on page five for further advice).

**Applicants wishing to apply for a permit should read the following notes to ensure that they satisfy the conditions and requirements described before submitting an application form.**

# Guidance Notes

## 1. Who May Apply for a Permit

- a) A person who is the owner of a vehicle and whose main residence is at premises with a postal address in Zone G, which is listed in the Register of Electors March 2009 and who has resided or intends to reside at the address for at least six months. However:
- Occupiers of bed-sit accommodation must have some consistent residential qualification, which may be demonstrated by inclusion in the current electoral register or other proof of long term residence;
  - When considering applications households with off-street parking facilities will be considered on an individual basis (please read the note on page five for further explanation).

## 2. What Vehicles are Eligible?

- a) Passenger vehicles (not exceeding 3500 kilograms gross laden weight). For example, a family car.
- b) Dual-purpose vehicles. For example, a family estate car.
- c) Goods vehicles (not exceeding 3500 kilograms). For example, a light transit van.
- d) Motor Cycles.

## 3. How Much does it Cost?

- a) Residents' Permits cost £25.00 each and will remain valid for a period of 12 months commencing from the first day of the month in which the applicant wishes it to start and will be issued subject to:-
- payment of the annual fee of £25.00, which must be submitted with the application form.
  - The terms and conditions detailed in these notes.

## 4. Where and When can Permit Holders Park?

Permit holders may park at any time in parking places in any designated street or length of street located in the zone in which the applicant resides and which is shown on the Permit (See Table 1):-

<b>Table 1</b>
<b>Zone G</b> 2 hour waiting limit
Victoria Crescent

## Visitor Parking

Arrangements have been made in the scheme to help visitors to all eligible premises located within the Zone G.

### Temporary Visitors Parking Permits

- Residents of all eligible residential premises located in Zone G may purchase temporary Visitor Parking Permits at a cost of £1.00 each.
- The 'scratch card' Visitor Parking Permits are only valid for the day they are displayed in a visitors' vehicle.
- Visitors' vehicles may only be parked in the Zone where the resident permit holder is authorised to park (identified on street by post mounted signs).
- Visitors' vehicles are subject to the vehicle eligibility restrictions referred to above.
- It is **not** necessary to display a Visitor's Parking Permit on visitors' vehicles that will be parked for periods not exceeding the two hour waiting limit applicable in that Zone.
- Visitors' Parking Permits are obtainable from Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL subject to the discretion of the Head of Environmental Services.

## 5. Terms and Conditions of Use

- a) The permit shall be displayed in the protective cover in the front windscreen of the vehicle (Visitors' Parking Permits to be secured and displayed in a kerbside window) it refers to so that all of the particulars detailed on the permit are clearly visible.
- b) The permit will only be valid when on display in the vehicle.
- c) The permit will only be valid in respect of the vehicle, the registration number of which is detailed on the permit.
- d) The permit when displayed shall only allow the vehicle to which it refers to park or wait in the Zone shown on the permit in parking places at location detailed in Table 1.

- e) The permit holder shall surrender the permit to the Council in any of the following circumstances:
- The permit holder ceases to be a resident.
  - The permit holder ceases to be the owner or authorised user of the vehicle in respect of which the permit was issued.
  - The vehicle in respect of which the permit was issued being adapted or used in such a manner that it no longer falls within the description of eligible vehicles described in section 2 of the Guidance Notes.
- f) In connection with condition (e) above, the Council may by notice served on the permit holder at the address shown on the permit application form, or at any other address the permit holder resides, withdraw a permit if it appears to the Council that any of the events set out in that paragraph have occurred. Following service of the notice the permit holder must surrender the permit to the Council.
- g) If a permit is lost or destroyed, mutilated or defaced, the permit holder may apply to the Council for the issue of a replacement permit. Upon being satisfied as to such loss or damage to the permit the Council will issue a replacement on payment of a charge of £5.00 to cover administration costs.
- h) If a permit holder wishes to transfer the use of a permit to a different vehicle to that vehicle shown on the permit, the permit holder must surrender the permit to the Council and apply for a replacement. Upon being satisfied that the vehicle to which the permit is to be transferred falls with the categories of vehicles listed in section 2 of the Guidance Notes and is owned (as defined) by the permit holder, the Council will issue a replacement permit at no charge to the applicant. However if the permit is not surrendered at the time of the application for transfer, a charge of £5.00 will be made to the applicant for its replacement, to cover administration costs.
- i) If the particulars on a permit become illegible through fading, the permit holder should surrender it to the Council and apply for the issue of a replacement permit at no charge to the applicant.

## **6. Definitions**

### **a) Electoral Register**

Is Ashford Borough Council's recording of all residents of Ashford and the Borough of Ashford who are of eligible voting age in the Register of Electors.

**b) Household**

Is the living spaces and possessions belonging to a person or group of people occupying a single dwelling.

**c) Residence**

Is the official home of a resident.

**d) Vehicle “Owner”**

A person in whose name the vehicle is registered, or in the case of leased vehicles, the person to whom the vehicle is contracted and in the case of company owned vehicles, the nominated driver, in respect of which, there cannot be more than one nominee.

**e) Visitor**

Does not include a person whose main place of residence is at any premises within the relevant Resident Zone as set out in the Schedule to the Order.

**f) Private Off-street Parking**

Access to legitimate private parking off the public highway.

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**Note – One permit will be issued to every household that does not have any off-street parking provision. Thereafter, subject to the availability of on-street parking spaces within the zone, the issue of permits will be limited to a maximum of two permits per household, reduced to one permit in consideration of any off-street parking provision.**

**If you are in any doubt about the eligibility of your vehicle (e.g. courtesy car or temporary rental) then please contact us on 01233 330262/295.**

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**Important Information Please Read**

**The Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on the ‘Resident’s Parking Permit Application Form’ for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing public funds for these purposes. You can find further information about data sharing to identify fraud on the Councils’ website, or by telephoning Parking Services on 01233 330641.**

## **Application Notes**

**(Please use this page for notes you may wish to make in connection with your application)**

***Please detach your completed application form on the next page and return it to Parking Services.***

# Residents Parking Permit Application Form



**Parking Services**, Civic Centre, Tannery Lane, ASHFORD, Kent, TN23 1PL  
Telephone: (01233) 331111

**ASHFORD**  
BOROUGH COUNCIL

The Kent County Council (Various Roads, Borough of Ashford) (Street Parking Places) Order  
2010

Application for Resident's Parking Permit Issued in Accordance with The Road Traffic Regulation  
Act 1984

## 1. Your Details

Title ..... Name ..... Surname .....

Address .....

.....

..... Postcode .....

Telephone Number: Home ..... Work .....

(This is optional but it can help to resolve queries and speed up the dispatch of your Resident's  
Parking Permit)

Is this your usual home address? Yes  No  (tick as required)

If "Yes" please enclose documentary proof e.g. Council Tax notification letter or recent electric,  
gas, water bill.

If "No" please state reason for application .....

## 2. Vehicle Details

### First Nomination

### Second Nomination

Registration Number .....

Make .....

Colour .....

**Are you the "owner"?** Yes  No  Yes  No

If "Yes" please enclose proof of ownership (copies of your V5 Registration Document, Certificate  
of Insurance, Purchase Invoice or similar documentation) with your application.

If "No" and the vehicle is a Lease Hire or Company vehicle, please provide proof relating to your  
authority to use the vehicle.

**This application form must be signed and dated on the reverse – please see over**

### For official use only

Receipt No.	Permit No.	Serial No.	Expiry Date	Issue Date	Issued By

### 3. Other Details

a) Do you have any private parking space to park your vehicle off-road?

Yes  No  (tick as required)

If "Yes" how many cars are you able to park off-road?

1  2  3 or more  (tick as required)

b) I have resided/will reside (for at least 6 months) at the address above since/from (date)

..... 200 .....

c) I apply for a 12 month Residents Parking Permit(s) to run from the 1<sup>st</sup> day of

..... 200.....

### 4. Payment Details

Please tick if a cheque/postal order accompanies this application\*  
**Cheques and postal orders to be made payable to "Ashford Borough Council"**  
(\*cash may also be paid in person at the Civic Centre, however we regret we cannot issue permits while you wait)

Please tick if paying by card and complete the details below:

Please debit my Mastercard, Visa, Switch or Delta (delete as appropriate)

Amount: £ (credit card transaction charge payable)

Card number

Card expiry date ..... Card issue number ..... (Switch only)

Name of cardholder .....

Cardholders signature .....

### 5. Terms and Conditions

- a. If you cease to reside at the address stated above or cease to keep or use the vehicle (the registration number of which is shown in paragraph 2 you must return the permit forthwith.
- b. The permit will be valid for 12 months from the beginning of the month in which it is issued.
- c. A permit renewal reminder will be sent to you approximately one month prior to the expiry of your permit.
- d. Should your application be refused your payment will be returned.

I hereby declare that all the information I have provided in this application is true and I agree to abide by the terms and conditions of issue

Signature of Application ..... Date .....

**The information you have provided will be processed and held in accordance with the Data Protection Act 1998, for the purpose of determining whether parking permits should be issued and, in appropriate circumstances, by the Council's Parking Services section in connection with the recovery of unpaid Penalty Charges issued by the Council. Information supplied by you may be used and processed by Ashford Borough Council (the data controller) for other legal purposes and it may be disclosed to other organisations. The use, processing and disclosure of this information is subject to data protection and related legal controls. If you require any further information about the purpose to which the information provided may be put, then please contact Parking Services on 01233 330641.**