



Residents On-Street Permit Parking

“Zones A & B” Ashford

Zone Area A	Zone Area B
All house numbers unless otherwise stated	All house numbers unless otherwise stated
1 to 3 Knott Square 20 to 24 North Street	Apsley Street Bank Street Castle Street Church Road Church Yard Drum Lane East Street Gilbert Road Godinton Road (Even 36 to 60) High Street Kings Parade Knotts Square Middle Road Middle Street New Rents New Street (Odd 1 to 21 and Old Prince of Wales) North Street (Even 2 to 32 and Odd 1 to 19) Norwood Street Park Street Queen Street Regents Place St John's Lane Vicarage Lane Tufon Street West Street (Odd 1 to 13)
Zone Area B	
Any residential premises on the town centre side of, or within an area bounded by, one of the following roads: Ringway (between New Street and North Street) Somerset Road (southern side of carriageway) Wellesley Road (between Somerset Road and High Street) Station Road Elwick Road Godinton Road (between Elwick Road and West Street) West Street Forge Lane	

Permit Application Form and Guidance Notes

The scheme is designed to provide on-street parking facilities for residents who are eligible under the terms of the scheme who reside within Ashford Town Centre.

The scheme prohibits general long-term parking within the designated zone, long-term parking is only permitted by holders of a Residents or Visitors 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 during the permitted times, see Table 1. Those who do not have a Resident's Permit are on payment of an initial charge, only allowed to park for a limited period. 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 6 am on all other days.

A Parking Permit(s) application form is attached. You may apply to Ashford Borough Council for a Resident's Permit(s) for use in "Zones A& B" by completing and returning the form (please read the 'Note' at the bottom 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 person who is the owner of a vehicle and whose usual residence is at residential premises in the list of eligible addresses (detailed in paragraph 1) with a postal address listed in the Register of Electors March 2000 (subject to a limit of one permit per address), who has resided or intends to reside at the address for at least six months.

2. What Vehicles are Eligible?

- a) Passenger vehicles (not exceeding 3500 kilograms). 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?

Permits cost:-

- Zone 'A' £100.00
- Zone 'B' £40.00

Permits will remain valid for a period of 12 months commencing from the first day of the month during which the applicant wishes it to start and will be issues subject to:-

- a) payment of the annual fee which must be submitted with the application form.
- b) The terms and conditions detailed in these notes.

4. Where and When can Permit Holders Park?

- a) Zone 'A' permit holders may park in marked parking bays in Park Street and Pay and Display parking bays during the times stated, in the following locations (See Table 1).
- b) Zone 'B' permit holders may park in Pay and Display parking bays during the times stated, in the following locations (See Table 1).

Table 1		
All Days At Any Time	Monday to Friday 6.00pm to 6.00am (following day) Weekends 6.00pm on Saturday to 6.00am Monday	All Days 4.30pm-8.30am (following day)
Park Street (Zone 'A' permit holders only) Apsley Street Church Road Drum Lane East Street Norwood Street Queen Street Regents Place	Bank Street North Street High Street Park Street	New Street

Visitor Parking

Arrangements have been made in the scheme to help visitors to all eligible premises located within the Zone Areas A and B.

Temporary Visitors Parking Permits

- Residents of all eligible residential premises located in Zone Areas A and B 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 Area 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.
- As Visitors Parking Permits cost £1.00 each, visitors who need to park for a period of up to one hour only, should be advised to purchase a parking ticket from a ticket machine.
- Visitor parking permits are obtainable from Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL.

5. Terms and Conditions of Use

- a) The permit shall be displayed in the protective cover in the front windscreen of the vehicle (Temporary Visitor 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 Area shown on the Permit in parking places at locations 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:

- (i) main place of residence is at any premises within the relevant Resident Zones as set out in the Schedule to the Order.
- (ii) usual place of employment is at any commercial enterprise or establishment within the relevant Resident Zones as set out in the Schedule to the Order.

f) Private Off-street Parking

Access to legitimate private parking off the public highway.

Note – One permit will be issued to every qualifying household that does not have any off-street parking provision.

If you are in any doubt about the eligibility of your vehicle (eg courtesy car or temporary rental) or if you have any other query or questions about your application, then please contact Parking Services on 01233 330 262/295.

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 or Business 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 or Business 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) (Waiting Restrictions and Street Parking Places) Consolidation Order 2007

Application for Residents Parking Permit Issued in Accordance with The Road Traffic Regulation Act 1984

Zone Area A

Zone Area B

(Tick as required)

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 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

