



# Residents Parking Scheme

Stratford-on-Avon District Council

Parking Services, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX  
Telephone 01789 260691 Fax 01789 260676 Minicom 01789 260747 Website www.stratford.gov.uk

If you find the text in this form difficult to read we can supply it in a format better suited to your needs

You will need to supply proof annually that you are living at the address given eg recent utility bill, current Council Tax bill (photocopies) and also proof that you are the keeper of the vehicle at the same address to which the Permit relates, eg vehicle registration document, valid insurance document.

I certify:

1. that the address given below is my usual residence
2. that the parking permit will only be displayed on the vehicle which is owned by me or or a visitor to my premises
3. that the vehicle is (tick the appropriate box)
  - (a) a motorcycle (with or without sidecar)
  - (b) a passenger vehicle constructed or adapted to carry not more than 7 persons plus their effects (excl driver) not exceeding 3050kg (approx 3 tons) in unladen weight
  - (c) a goods vehicle not exceeding 3050kg in unladen weight
  - (d) any other type of vehicle, constructed or adapted to carry passengers or a load, not exceeding 2540kg in unladen weight

I apply for the issue to me of  Resident's or  Visitor's Parking Permit @ £25 per permit  50% discount\*

Name

Address   
  
 POSTCODE:

Daytime telephone number or Mobile  Vehicle Registration

Period Required From 1st  20 for  Payment Enclosed £  Cheque\* [  ] / Visa [  ]

\*Cheques payable to: STRATFORD-ON-AVON DISTRICT COUNCIL

**\*If you are of pensionable age and in receipt of Housing Benefit OR Council Tax Benefit only you may receive a 50% reduction on your first permit. PROOF MUST BE SUPPLIED BEFORE THIS APPLICATION CAN BE PROCESSED.**

Signed ..... Dated

Please return this completed application to:

Parking Services, Stratford-on-Avon District Council, Elizabeth House, Church Street, Stratford-upon-Avon CV37 6HX

Stratford-on-Avon District Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.stratford.gov.uk/datamatching>

<b>RECEPTION USE ONLY</b>		Temp Pass issued: Yes <input type="radio"/> No <input type="radio"/>	Number <input type="text"/>
Vehicle Docs attached: Yes <input type="radio"/> No <input type="radio"/>	Residency Docs attached: Yes <input type="radio"/> No <input type="radio"/>	Housing/Council Tax Benefit proof attached: Yes <input type="radio"/> No <input type="radio"/>	
ZONE <input type="text"/>	Received by <input type="text"/>	Date	<input type="text"/> <input type="text"/> <input type="text"/>

## NOTES

1. It is important that the information given on this form is correct, as it is an offence to knowingly make a false statement for the purposes of procuring a permit.
2. A permit is valid for 12 months and if a permit holder disposes of his or her vehicle or ceases to be a resident they must return the permit to the above address for cancellation. In the case of a change of vehicle a new permit will be issued to cover the remainder of the period for which the previous permit was valid. Refunds will only be made on complete months of 6 months or more remaining. **Admin fee £10.**
3. The issue of a permit does not reserve, buy or guarantee a parking space for the holder. The £25 fee is to cover our costs in administering the scheme and issuing the permit.
4. Responsibility for the renewal of the permit rests with the permit holder.
5. Permits must be displayed on the inside of the windscreen above the motor tax disc. If you do not display the permit for whatever reason, you will be liable to a **penalty charge notice**.
6. Should you lose your permit **a duplicate can be issued, however an administration charge is applicable.** (Proof of residency and vehicle ownership must be supplied again)
7. Permits are not interchangeable between vehicles. Should you change vehicles, **your permit can be exchanged.** (Proof required). Please note that an administration charge is applicable.
8. In accordance with the Fraud Act 2006 any permit suspected to have been applied for in a fraudulent manner will be rescinded. Stratford-on-Avon District Council reserves the right to withdraw or refuse the issue of a permit at any time.

**In the interests of efficiency all applications and renewals will be handled only through the post. Residents applying for renewal of parking permits are asked to allow sufficient time for new permits to be returned before the expiry of the existing ones.**

**If you would like any further information please  
do not hesitate to contact**

**Parking Services on 01789 260691**