



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 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 or kept by me
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

Name

Address

 POSTCODE:

Daytime telephone number or Mobile

Vehicle Registration Period Required From 1st 20 for months

Payment Enclosed £ Cheque* [] Visa []

*Please make cheques payable to: STRATFORD-ON-AVON DISTRICT COUNCIL

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>

RECEPTION USE ONLY

Temp Pass issued: Yes No Number Vehicle Docs attached: Yes No Residency Docs attached: Yes No

ZONE Received by Date

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.

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**