

## Residents' parking Permit Terms and Conditions

<p>Who can get this?</p>	<p>Any resident of an eligible property, who owns or keeps a car. <b>Please be aware that many more recently constructed properties are not eligible for permits.</b> These include most properties built since 2000 within the City Centre (and all those in the central 'Castle' area), and all properties within any permit parking area built since July 2004, unless they have been built with their own permit scheme. If your permit scheme was introduced after July 2004, only properties that were occupied at implementation are entitled to permits. Conversions and subdivisions of older properties are considered to be 'recently constructed'. The date of occupation is taken to be the day on which the property was registered for Council Tax purposes</p>
<p>Is the permit specific to a particular vehicle?</p>	<p>Yes</p>
<p>What proof is required to enable the issue of a permit</p>	<p><b>1. Residency – Resident must provide proof of residency (dated within three months)</b></p> <ul style="list-style-type: none"> <li>• Bank statement.</li> <li>• Household bill.</li> <li>• Mortgage agreement.</li> <li>• Tenancy agreement.</li> <li>• Norwich City Council rent card.</li> </ul> <p><b>2. Proof of vehicle ownership (must show address of property for which permit is requested)</b></p> <ul style="list-style-type: none"> <li>• Valid insurance schedule.</li> <li>• Valid insurance cover note.</li> <li>• Vehicle registration certificate (V5C, available from the DVLA) .</li> <li>• Official bill of sale.</li> </ul> <p>The Council will accept scanned or photographed copies of original document that can be submitted electronically, as well as hard copies of the original documents. The Council might be able to determine vehicle registration and household occupancy if you are not able to provide</p>

	documentation. There will be an additional fee for this service, whether we are able to confirm the details or not
What the nature of the permit is and how many can I have	The current Resident's permit is a paper permit which details the vehicle registration number on which the permit is valid, and the Zone in which it can be used. Eligible households in the City Centre can have one permit; those in the outer areas can generally have two, although some properties are restricted to one only. The Fellowes Plain development is a 'Visitor only' permit parking scheme
What type of vehicle they can be used on	Permits are not valid for use on vehicles with an unladen weight of more than 3.5 tonnes or which exceed six metres in length
How each permit can be used	<ul style="list-style-type: none"> <li>• The permit must be displayed on the near side of the windscreen, so that it can be read from the outside of the vehicle</li> <li>• A permit does not guarantee a parking space. If no parking spaces are available, this does not justify a parking contravention elsewhere</li> <li>• Permits are only valid for use on the dates shown on the permit.</li> <li>• The permit is only valid in on-street permit parking spaces of the parking zone it is issued for – the zone is shown by the letter before the serial number on the permit or by the name printed on the permit. Signs near each permit parking bay will identify the parking zone.</li> </ul> <p>The use of permits is monitored. Where evidence is found that the permit is being used wrongly the permit holder will be given the opportunity to provide a satisfactory explanation of the circumstances or agree actions to rectify the situation. Action will be taken by the council if no satisfactory response is received.</p>
Refunds and exchanges	Refunds will not be made on any unexpired portion of a parking permit, so you are advised to select the length of permit suited to your requirements. An allowance will be made in the event that you change your vehicle or move to an alternative address within a Permit entitlement against the issue of the replacement permit, subject to an administration charge of £10