



## Residents' visitor parking permit application form

### Your details

Name	
Address	
email	
Telephone	

Are you renewing an existing permit? Yes/No

Permit number (if applicable)	Permit type	Parking zone	Expiry date (if applicable)

### Your permit

#### Residents' 'short-stay' visitor permit

You can have a permit for any period between one and eighteen months (whole months only). The permit cost is calculated by adding the permit charge to the additional monthly parking fee. The permit is issued free to those on certain benefits (see below).

	Permit charge	Additional monthly fee	Example cost for a 12 month permit
4-hour 'short-stay' visitor permit	£10	75p	£19
Replacement clock	£10		

I would like a short-stay visitor permit for (please specify number of months between one and eighteen)		months
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The cost of my permit is (Calculate this by multiplying the monthly fee by the number of months you would like the permit for, and then add the £10 permit charge). This permit is issued free to those on certain benefits: if you are entitled to a free permit please complete the box below, and enclose the required document.	£ : p
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<p><b>Proof for my free visitor permit</b> (one of the following which must show your name and the address that you are applying for) <b>or</b> I am in receipt of housing benefit/council tax reduction and I consent to you checking your records <input type="checkbox"/></p>	<input type="checkbox"/> Employment and support allowance (income related) <input type="checkbox"/> Council tax reduction scheme <input type="checkbox"/> Housing benefit <input type="checkbox"/> Jobseekers allowance (income based) <input type="checkbox"/> Pension credit <input type="checkbox"/> Working tax credit
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**Residents ‘one-day’ visitor scratchcards**

	Price each	Maximum issue per year (rolling twelve months)	Minimum purchase
Residents’ visitor ‘one-day’ scratchcards (city centre)	£1	60	£10 (ten permits)
Residents’ visitor ‘one-day’ scratchcards (outer area)	50p	60	£10 (twenty permits)

I would like  One-day visitor scratchcards (multiples of five only)

(insert number)

The cost of my permits is (minimum £10) Calculate this by multiplying the number of permits you would like by the ‘each’ price

£    :    p

**Evidence required**

All documents must show your name and the address at which you are applying for permits

<p><b>Proof of residency</b> – dated within last three months (one of the following) <b>or</b> I am registered for council tax and consent to you checking my records <input type="checkbox"/></p>	<input type="checkbox"/> Bank statement <input type="checkbox"/> Household bill <input type="checkbox"/> Mortgage agreement	<input type="checkbox"/> Tenancy agreement <input type="checkbox"/> City council rent card
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In most cases you will be able to renew your permit(s) by calling the customer contact team on 0344 980 3333 between 8am and 5pm Monday to Fridays (except bank holidays) providing that you are registered for council tax and authorise us to check council records to establish proof of residency. You will need to have a debit/credit\* card to pay with. If you are claiming a free visitor permit we will need to confirm entitlement via housing benefit or council tax reduction records.



You can also renew your permit by returning this form by post with the necessary proof cheque payment (please do not send cash). Cheques should be made payable to ‘Norwich City Council’. If possible, please send photocopies of documentation we cannot accept responsibility for documents sent through the post.



If your permit expires in the next five days it can also be renewed in person by visiting the customer contact centre in City Hall between 8:45am and 5pm Monday, Tuesday, Thursday and Fridays (except bank holidays) and 1pm to 5pm on Wednesdays. You will need to bring in the necessary proof or provide valid ID and be prepared to give permission for us to access council records for proof of residency and/or housing benefit/council tax reduction (if applicable). Payment can be made by debit or credit card\*, cash or cheque.

\*Please note: there will be an additional charge of 1.9% if you pay by credit card

Please note that permits are non-refundable. Please check [www.norwich.gov.uk/permits](http://www.norwich.gov.uk/permits)  
The information you provide may be shared with other bodies in order to prevent and detect fraud. For further information visit the 'fraud' page in the A-Z of services [www.norwich.gov.uk](http://www.norwich.gov.uk)

### **Warning**

***If any person knowingly makes a false statement for the purposes of obtaining a parking permit, Norwich City Council reserves the right to withdraw the permit.***