Residents' Parking Scheme (Zones A, B, C, D, F & G)

Application for a Residents’ Parking Permit

Please be aware that the quickest way to apply and pay for a resident permit is online. You can do this by visiting our website www.gravesham.gov.uk/parking

If you would like to be sent a reminder to renew your permit a valid email address must be provided below. Emails are sent from parking.permits@gravesham.gov.uk so to avoid this reminder going to your junk/spam email, please ensure the email address is added to your contacts.

Before completion please read the attached information providing details of the scheme

Section A - Details of applicant

Name: ………………………………………………………………………………………………….. Applicant ID: ……………………..

Address: ………………………………………………………………………………………………………

Postcode: ………………… Email: ……………………………………………………………………………………..

Telephone: Home……………………… Work…………………… Mobile……………………………..

I have resided at the above premises since……………………………………………………………………………………………..

NB. Definition of a Resident: A person whose usual place of abode is at the premises, the postal address of which is in any street within the parking scheme. A person who does not regularly live and sleep in the premises does not qualify irrespective of his interest in the premises.

Proof of residency will need to be provided in the applicants name for every application submitted. Proof can be in the form of utility bills, bank statements, tenancy agreements etc. dated within the last three months. Driving licenses are not accepted as proof of residency.

Section B - Details of applicants vehicle (skip if applying for visitor permits only)

Vehicle registration number ………………………………………………………………………………………………..

Make ………………………..Model ………………………… Colour……………………………..

Please tick one of the following boxes.

Personal Vehicle □
Copy of your printed vehicle registration document (Log Book V5C) as registered with DVLA showing your name and address of a road in the scheme. However if your V5C has not yet been changed to the correct address please supply a copy of your old V5C and a temporary permit will be issued until it has been updated.

Company Vehicle □
A letter from your employer on letterhead paper confirming you use the vehicle and take it back to your property.

Please indicate the reason for your application

1) New application □

2) Renew current permit □ Current permit number:…………………..

3) Change of vehicle □ Current permit number:…………………..

4) Replace lost permit □ Current permit number:…………………..

5) Replace stolen permit □ Crime number:…………………..

NB. If a change of vehicle, previous permit will need to be returned due to it being only one permit per resident.
Section C - Visitor Permits

Visitor permits are for a vehicle belonging to or being used by a person visiting the resident in a marked bay in the Parking Zone to which the resident resides.

Proof of residency must be provided when requesting visitor permits. Proof can be in the form of utility bills, bank statements, tenancy agreements etc. dated within the last three months. Driving licenses are not accepted as proof of residency.

A visitors’ parking permit shall be valid on a particular day as if it were a Resident’s permit at a cost of £2.00 per day. These are bought in books of 5 and a maximum of 5 books purchased at one time.

- I require visitor permits only (£10.00 per book of 5)
- I require visitor permits in addition to a resident permit. (£10.00 per book of 5)

-------------------------------------------------------------------------------------------------------------------

Declaration:

I confirm the details given are correct and agree to provide additional information if required to confirm residence or vehicle ownership. I confirm I have read the attached information providing details of the scheme.

Signed ………………………………………………………………… Date ……………………………

Failure to provide the necessary information and documentation will result in your form being returned to you and delaying your application

Resident and visitor permits cannot be issued on demand but every effort is made to issue them within 5 working days. Please allow additional time for postage of your permit. Alternative parking arrangements must be made until you are in receipt of your permit.

Payment Options

Administration Charges –
New applications and renewal’s - £40
Change of vehicle and replacements - £10

Please be aware that the quickest way to apply and pay for a resident permit is online. You can do this by visiting our website www.gravesham.gov.uk/parking

Phone
If you wish to pay by credit / debit card via telephone, please provide a valid daytime / mobile phone number in the relevant section of the application form. Once your application has been authorised you will be contacted on the number provided for payment to be processed.

In Person
By cash or credit / debit card at the address below. Offices are open Monday to Friday, 9am to 5pm.

Should you choose to complete this application form, please send to parking_permits@gravesham.gov.uk along with the requested supporting documentation. Please be aware that the permit issuing process may take longer if applying in this way.

Do NOT send cash or make credit card payments by post.

This authority 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 www.gravesham.gov.uk