Medway Council Residents’ Parking Permit

New application, replacement, change of details and renewal form

Under the Traffic Management Act 2004

**Please complete in BLOCK CAPITALS.**

## **Part 1: Applicant’s details**

Mr Mrs Miss Ms Last name ……………………………………………………………

First name ………….…………………………………………………………….

Address ………………………………………………………………………………….

…………….…………………………………………………… Phone number …………………….

Email address ………………………………………………………………………………

I have lived at the above address since ……………………………………………..

## **Part 2: Vehicle details**

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

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

Is this a company vehicle? Yes/No

Delete as appropriate

**New application:** Yes/No

**Renewal:** Yes/No **If yes, please state permit number – MWX……………… Replacement:** Yes/No

**Change of details: Yes/No**

## **Please enclose the following when applying, renewing, replacing or changing permit details:**

* **Copies of your vehicle registration document or insurance certificate** showing the above name and address. We are unable to accept the V5C 2 (New Keeper's Slip) as proof of vehicle ownership as you are no longer required to complete your address in section 6. We are only able to accept the full updated V5C document. If you use a company vehicle, a letter from your company on headed paper, explaining why the permit is required. The letter must state your name and address, registration number and all vehicle details, including make, model and colour.
* **A further proof of address** in the above name and address, dated within the last three months. Documentation relating to the vehicle and private landlord tenancy agreements will not be accepted. See Proof of address below.
* **The payment:** new permits and permit renewals cost £33. Replacement permits cost £20.
* If you’re posting the form, enclose a cheque made payable to Medway Council. If you do not have a cheque book please provide a phone number that we can use to call you on to take your payment by phone.
* If you email the form, please include a phone number that we can use to call you on to take your payment by phone.
* You can change your permit details for free.

### **Proof of address**

To buy, renew, replace or change details of a resident permit, you need to provide proof that you live within a controlled parking zone.

We’ll accept one of the following:

* Utility bill
* Bank statement
* Tenancy agreement (from an agency only)

Documents must be dated within the last 3 months.

## **Resident parking permit terms and conditions**

You can buy a resident permit if you live within one of Medway’s controlled parking zones.

One permit can be bought for each vehicle registered to a person at your address.

Your permit can only be used in the zone in which you live.

A resident permit is valid for a year.

### **How to use your permit**

* You can only use your permit in the controlled parking zone it has been issued for. You cannot use it to park in other controlled parking zones or on single or double yellow lines in a zone.
* The permit is only valid if displayed clearly in the front windscreen of the vehicle.
* Vehicles without a front windscreen (for example motorcycles) must still display the permit in a clear position so it’s legible from outside the vehicle. Motorcycles could use a tax disc holder to allow the permit to be displayed safely and securely.
* You must ensure your permit is valid at all times.
* The permit does not guarantee a parking space.
* This permit must be surrendered to Medway Council in the event of the holder ceasing to be a resident of the above address.

**A penalty charge notice (fine) will be issued for not:**

* Displaying a valid permit
* Displaying a permit clearly so it can be verified by a Civil Enforcement Officer
* Parking in the correct controlled parking zone

### **Cancellations and refunds**

You are not entitled to a refund for a resident permit once it has been bought.

We will cancel your permit if:

* The information provided at the time of application is proved to be false
* The permit is being misused

If any vehicle is seen to be displaying a cancelled permit, a Civil Enforcement Officer will issue a penalty charge notice (fine), as the permit will be deemed to be invalid.

You must return your permit if asked to do so by a Council Officer or authorized agent.

### **Stolen permits**

If your permit is stolen you must report this to the Parking Service immediately by:   
Post: Parking Services, Gun Wharf, Dock Road, Chatham, Kent, ME4 4TR  
Email: [parking@medway.gov.uk](mailto:parking@medway.gov.uk)

You'll need to provide a crime reference number, which will then be checked with the Crime Management Unit for Medway.

You may need to pay a £20 administration charge to replace your stolen permit.

## **Declaration**

Medway Council will only issue you with a permit if you confirm that the declaration below is true. After carefully reading it, please sign, date and print your name.

### **Warning**

It is an offence to give false or misleading information. If you do, you may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by the declaration items listed below may lead to prosecution and you could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both. Medway Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please email [team.investigation@medway.gov.uk](mailto:team.investigation@medway.gov.uk). All emails are treated in the strictest confidence.

**I certify that:**

* I understand and accept the terms and conditions listed on this form.
* I understand that a residential parking permit is issued for the sole use of the vehicle shown and is not transferable to any other vehicle.
* All documentation provided with my application is true and accurate.
* I will notify Medway Council of any changes in circumstances that may affect the validity of the permit (including but not limited to selling the vehicle; or moving address).
* I understand and accept that any permit issued to me by Medway Council remains the property of the council and I will return it to them if I am asked to do so by a council officer or someone authorised by the council.
* I will return my permit to Medway Council if they write to me stating that my permit has been cancelled or withdrawn.
* I understand and accept that my vehicle must be roadworthy.
* I understand and accept that Medway Council and/or its agents will use the information I have provided to satisfy itself that I am eligible for the residential parking permit and/or to prevent and detect fraud.
* I understand that Medway Council may refuse to issue or withdraw the permit.
* I understand that Medway Council has a duty to protect the public money it deals with and may use information I have given to detect and prevent fraud. For this reason, the council may also share this information with other organizations dealing with public money.
* I understand and accept that failing to comply with the criteria listed above may result in the permit being withdrawn and enforcement action being taken against me.

### **How we use your personal information**

The new GDPR law is designed to ensure you have a better understanding of what data we process, how we obtained it, what we do with it and who we share it with as well as your rights regarding your data. We’ve therefore amended our privacy policy which can be found at [www.medway.gov.uk/privacynotice](http://www.medway.gov.uk/privacynotice)

**I …………………………………………………………………… , confirm I’ve read the terms and conditions above and signed this document understanding the requirements and potential penalties**

**Signed ……………………………………………………….**

**Date ………………………………………………………….**

**If you do not sign this form it will be returned to you for your signature.**

**To buy, renew or replace your permit please return this form to**:   
Parking Services, Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR.

Or email the form to [permits@medway.gov.uk](mailto:permits@medway.gov.uk).

**Permits can take 10 working days to be processed from the date we receive your application.**