Application for a Residents Parking Permit and/or Visitor Card

LANCASTER CITY COUNCIL

Promoting City, Coast & Countryside

For Official Use Only	
Date Received	
Permit Number	
Visitor Card Number	
Date Issued	
Payment Amount/Type	£
Processed By	

ℹ **Please refer to the Residents Parking Scheme leaflet and information pack before completing this application form.**

Please tick the type(s) of permit you require: Parking Permit ☐ **Visitor Card** ☐

1. What is your residents parking area and zone?

Residents Parking Area		Zone Letter	

2. Personal details

Title (Mr/Mrs/Miss/Ms etc)		First name(s)	
Surname			
Address line 1			
Address line 2			
Address line 3			
Postcode		Email	

Home phone number		Daytime phone	

3. Vehicle details (residents parking permit only)

Registration number	Make and model	Colour

Are you the registered keeper? (yes/no)	
If no, who is the registered keeper? (name and address)	

4. Supporting documents – please tick relevant box(es)

Your application **must** be supported by the relevant documentation listed below. For a residents parking permit, one proof of residency **and** one proof of vehicle ownership. For a visitor card, one proof of residency **only**.

For a residents parking permit and/or visitor card: Proof of residency	✔	For a residents parking permit: Proof of vehicle ownership*	✔
Current driving licence		Vehicle registration document (V5)	
Utility bill from last 3 months		Insurance certificate	
Valid tenancy agreement		Vehicle hire/leasing agreement	
Current insurance certificate		Letter from employer	
Current council tax bill		Bill of sale	
Council Tax Checked/Initials:		Council Tax reference number:	

*For recently acquired vehicles where applications are made via Customer Services at Lancaster or Morecambe Town Halls, a temporary permit will be issued to cover the vehicle for 10 days.

5. General information

- A permit and/or visitor card does not guarantee a parking place.

- All visitor cards must be returned for replacement.

- Proof of residency may be required before further cards can be issued.

- Under no circumstances should visitor cards be used for commuter parking.

- Visitor cards are not valid on any Lancaster City Council car park, on any privately owned or operated car parks, or in any on-street pay-and-display or limited waiting spaces.

- For further information please see www.lancaster.gov.uk/parking

- Your application will be delayed if this form is incorrectly or partially completed.

6. Data protection Act / National Fraud Initiative

The information that you provide will be processed in accordance with the Data protection Act 1998. Lancaster City Council is under a duty to protect the public funds it administers, and may use the information you have provided on this form for the prevention and detection of fraud. This may include matching the data with Council Tax records and sharing this information with other bodies responsible for auditing or administering public funds for these purposes. For further national fraud initiative information see http://www.lancaster.gov.uk/nfi or email nfi@lancaster.gov.uk for Data Protection Act see www.lancaster.gov.uk/information-charter/.

7. Declaration

I hereby certify that:

- The address shown in section 2 of this application is my usual place of residence.

- All the information I have given in this application is correct.

- The Residents Parking Permit and/or Visitor Card will only be used for the property in the zone for which they are issued.

- If I change address within the same zone new proof of residency will be supplied. I understand failure to do so will render the permit invalid.

- I will **surrender** the Residents Parking Permit and/or Visitor Card if I cease to reside in the parking area for which they have been issued. I understand failure to do so will render the permit invalid.

- I will **surrender** the Residents Parking Permit if I sell or dispose of the vehicle shown on the permit. I understand failure to do so will render the permit invalid.

Signed:

Date:

Postal applications should be returned with the correct fee (as specified in the zone information leaflet) and the necessary supporting documents to:

Environmental Services, Parking and Administration, White Lund Depot, White Lund Road, Morecambe LA3 3DT.