

Essential information

WHAT ARE THE OTHER ESSENTIALS THAT I NEED TO KNOW?

REPLACEMENT PERMITS

1. What if I lose or damage my permit or change my vehicle?

If you lose, damage or destroy your permit or change your vehicle and require a new permit, you will need to make a fresh application along with the relevant proofs and payment. Any replacement permit issued will be valid for 12 months from its issue date. **In the case of a change of vehicle you will need to surrender your current permit.** The charge is to cover the administration cost involved with producing a replacement permit.

NB. If you already hold the maximum number of resident permits for your household and purchase a new vehicle before disposing of one of the existing, permit-holding vehicles, you cannot have a new permit for the additional vehicle until you have surrendered one of the existing permits. During this time, you should make alternative

arrangements for parking your other vehicle outside a permit parking zone or use your visitors permit if the period is not more than one week.

TEMPORARY VEHICLES

2. What if it's just a temporary change of vehicle?

If you have a temporary change of vehicle for a period of not more than one week (ie a courtesy car whilst your vehicle is in for repair/service or a hire car) you can use your visitors permit.

MOVING HOUSE

3. What should I do if I move out of my house?

If you move out, you should return your permit(s) to us for cancellation. Please send your permit(s) to the Carmarthenshire County Council, PO Box 90, Carmarthen. SA31 3WR

This is an important part of maintaining the parking permit scheme since until you return your permit(s), we will not be able to issue

permit(s) to the new occupiers.

4. What should I do if I have just moved into my house?

If you have just moved in then you should supply the proofs mentioned in the Section headed 'How do I apply for a permit' above.

If you move to another permit parking zone you will need to apply for a permit for the new zone. This will require the completion of a new application form, submission of the correct proofs and any payment. Please ensure that you surrender the permit(s) applicable to your former address.

FURTHER INFORMATION

5. Where should I go for further information?

You can telephone us on 01267 228390 between 09:00hrs and 16:30hrs, Monday to Friday (excluding Bank Holidays) or use our web-site on www.carmarthenshire.gov.uk

Have I Understood all this correctly?

This parking permit scheme has been designed to be as easy to use as possible whilst ensuring it will be effective. It is important for us to ensure that only people with the appropriate entitlement to a permit receive them. This way the scheme will operate to the advantage of the

majority of people. We have tried to keep the application process as simple as possible.

A valid permit must be displayed by all vehicles parking within the permit holder bays during the hours of the scheme.

The County Council reserves the right to refuse or withdraw permits for households found to be abusing the scheme.

The following checklist sets out important reminders of the key things you need to do and know:

Checklist

Please do not send us your original documents - we cannot return these to you

Make sure that you send photocopies of the required proof documents only

Remember that this is a postal scheme only

All residents parking permits (including visitor permits) can only be provided to you by post, not in person

Payments should be made by cheque, debit/credit card or postal order

Please ensure that your cheque and/or postal order is made payable to Carmarthenshire County Council

Make sure that you apply NOW

You need to submit your application as soon as possible – please sign the form. All applications are processed in strict order of receipt assuming that they have the correct proofs and payment and are correctly completed.

Make sure that you post the required documents and payment to us

Please check the 'How do I apply for a permit' section above to ensure that you are sending the right proofs for your application and the correct payment.

Rules of the Residents Parking Scheme

What you need to Know and Do



Getting the most out of residents parking

This leaflet gives you essential information for getting the most out of residents parking. It has been sent to you because you reside in the zones made available for residents parking and you can apply for a permit if you so wish.

It is important that you submit your application as **soon as possible** both to help us process the applications and to assist you in obtaining a permit.

All completed applications will be processed strictly in order of the date of their arrival at our offices.

Who can apply for permits

Permits are available to those people who reside in the residents zones. All permits are valid for 12 months.

You should be aware that a permit does not guarantee you a place to park your vehicle - it only gives you permission to do so in the appropriate zone, if space is available. This permission only applies during the period of validity of your permit and from Monday to Saturday, 8am-6pm.

- A permit does not allow you to park**
- On yellow lines during their time of operation.
 - In the 1 hour limited waiting areas for longer than 1 hour

What you need to do

These Rules have been produced to tell you everything you need to know about the residents parking scheme and how to get the most out of it. If you need clarification of any aspect of the scheme please contact Carmarthenshire Parking Permits Section on 01267 228390 or use our web-site on www.carmarthenshire.gov.uk

NB. Residents with motorcycles may park in the zones without displaying a permit but must abide by any traffic regulations indicated.

How do I apply for a permit

RESIDENTS PERMIT

You should note that the maximum allocation per household is two permits. Each permit will cost £40 for a maximum period of 12 months. For the purpose of obtaining a permit to park in a Carmarthenshire County Council Residents' Parking Zone, a household is defined as a house or flat that has been individually rated for the purpose of Council Tax. Each household must therefore be identified as having a separate address for Council Tax purposes.

What proofs will I be required to produce

Proof of residency

You will need to provide two copy proofs. These can be any two of the following

- a copy of your last council tax bill, water bill
- a copy of your latest [within 6 months] utilities bill in your or your spouse's name ie, gas, electricity or telephone

a copy of your latest [within 6 months] statement from your bank or credit card company (for security reasons you may hide any personal financial details)

NOT ACCEPTABLE – Mobile phone bill, Tenancy agreement

Proof of ownership or entitlement to the use of the vehicle

- Only one of the following proofs is required
- a copy of the DVLA Registration Document (V5), which must show the name, address and vehicle details of the applicant or
 - a copy of a valid insurance certificate, showing you as a named driver, your current address and the vehicle details.

NB. A 'cover note' is not an acceptable proof of vehicle ownership.

If you drive a lease car then you need a letter from the supplier on their headed notepaper and signed by an official of the supplier. The letter must contain the vehicle details and your name and current address.

If you drive a company or a 'pool' car then a letter on your employer's headed notepaper will be required and must be signed by an official of your employer. The letter must show your

name, application address and in respect of a company car, the vehicle details. If you are driving a 'pool' car this must be mentioned in the letter. It must grant you approval to drive the vehicle and park it outside your residence.

If you are driving a vehicle registered in the name of someone who does not reside at the application address, you will need a signed letter from the registered owner indicating that you are entitled to drive the vehicle and showing your name, the application address and vehicle details.

You will also require a copy of a valid insurance certificate showing that you are a named driver and showing the vehicle details.

If you drive a 'green' vehicle?

If your vehicle runs on Liquid Petroleum Gas (LPG) or electricity, your permit will be issued **free of charge**.

You will still however need to supply the necessary proofs as for a residents permit. In addition, you must show that the vehicle does in fact run on LPG or electricity. This will be in the V5 or if it has been converted the certificate showing the conversion.

How do I apply for a permit (cont'd)

Blue Badge Holders

If you are a blue badge holder, you are allowed to park without restriction for an unlimited period in the residents parking area. A valid Blue badge must be fully displayed.

BUSINESS PERMIT

If you are a business you may apply for one permit only. This permit will be issued at the discretion of Carmarthenshire County Council. The cost of this permit is £50. You will need to demonstrate that there is a business at the address.

What proofs will I be required to Produce?

A copy of the last Non Domestic Rates bill

CARERS PERMIT

A carers permit will be available to a resident free of charge who is in need of a regular carer

It will apply to carers such as medical doctors, health workers, home care assistants, mid-wives or any person designated for your supervision.

What proofs will I be required to Produce?

In all cases we will require a letter from your medical attendant, on official NHS or practice notepaper, stating that you require long-term supervision or care from one of the professional people listed above. Also you will require to produce the residency proofs mentioned in the paragraph headed 'proof of residency' above.

VISITORS PERMIT

A visitors permit is available, to be used for visitors only to your household. You will be allowed one such permit per household. It will be issued to the resident who submits the first correct application for a resident permit for that household. The cost of this permit is £40.

Even if you do not own a car or are not applying for a residents permit you may apply for a visitors permit. This will be issued, on production of the proofs mentioned in the paragraph headed 'proof of residency' above.

The same terms of use apply to the visitors permit as for a residents permit.

APPLICATIONS

An application for a permit should be sent as soon as possible. The application should be completed as appropriate and should indicate the permit required, contain the necessary proofs as set out above and any payment required. **Please send to Carmarthenshire County Council, PO Box 90, Carmarthen. SA31 3WR**

NB. All proofs must be typed or printed. We will not accept hand-written proofs.

Summary of Scheme Rules

Permit Type	No of Permits	Proofs	Charge
Resident-motor vehicles under 2 tonne unladen weight and/or 5.3 metres (17' 4") in length or with a maximum of 8 passenger seats. (Includes LPG or electric vehicles)	2	Issued in order of date of application to Carmarthenshire Parking Permits Section. 2 proofs of residency required and proof that you are entitled to drive the vehicle. Permit is issued for a specific vehicle. In addition, LPG or electric vehicle owners will need to supply proof that their vehicle uses LPG or electricity.	Each permit will cost £40. Any permit in respect of a LPG or electric vehicle will be issued free of charge
Resident visitors (cars, light vans only)	1	Issued to first applicant for a resident permit. Can also be issued, on application, to non-car owners or non-applicants for a resident permit. If you have not applied for a resident permit, you will need to provide 2 proofs of residency	£40
Business located in the zone	1	need to provide a copy of the Non-domestic rates bill for the business	£50
Carer	1	available to a resident who has a long-term sickness or disability or are in need of regular supervision. Proof of the need for medical supervision will be required.	Free of charge