

PARKING SERVICES

Residents Parking Permit Application **STAPLEHURST**

NEW APPLICATION CHANGE OF VEHICLE ADDITIONAL VEHICLE DUPLICATE

Please complete **all** sections of this form **IN BLOCK CAPITALS** and ensure all the correct documentation is enclosed before the application is submitted.

YOUR APPLICATION WILL BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT MAY BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE CORRECT DOCUMENTATION IS NOT ATTACHED

Part 1 – Your particulars

Mr / Mrs / Miss or other title _____ Address _____
 Surname _____
 Forename(s) _____
 Daytime Contact No. _____ Post Code _____
 Accommodation (please tick) House Self Contained Flat Bedsit

Part 2 – Vehicle Details

Vehicle 1 _____ Vehicle 2 _____
 Registration No. _____ Registration No. _____
 Make and colour _____ Make and colour _____

If change of vehicle please tick
 please supply below details of the
 vehicle being replaced (£10.00 fee)*

***Replacement fee does not apply if returning existing permit**

Part 3 – Replacement Payment Details

Payment Method Cash Cheque / Postal Order Debit Card

I am applying for a replacement permit for vehicle registration _____ (10.00 fee)*

Cheques or Postal Orders should be made payable to Maidstone Borough Council.

Only complete the details below if you are making payment by a debit card (NO CREDIT CARDS ACCEPTED).

Card Number _____ (switch card numbers only)

Valid From: _____ Expires End: _____ Issue No. _____

Please debit my above account the amount of £

One permit - £25.00 ~ Two permits - £50.00

Lost/Stolen or damaged permits please contact 01622 602377 (a fee may be charged for replacement)

Card Holders Name _____ Card holders Signature _____

Part 4 – Enclosures

Please send photocopies of documents, whenever possible, as the Council is unable to accept responsibility for any documents sent through the post.

**Please note that both proof of residence and vehicle ownership are required.
All documents must show your name and the address for which you are applying for a permit.**

I am enclosing with this application (please tick the appropriate boxes)

Proof of residency – one of the following

- | | |
|---|--|
| <input type="checkbox"/> Current Council Tax Bill | <input type="checkbox"/> Driving Licence |
| <input type="checkbox"/> Utility Bill | <input type="checkbox"/> Other |

Proof of vehicle ownership – one of the following

- | | |
|---|--|
| <input type="checkbox"/> Vehicle Registration Document | <input type="checkbox"/> Company Letter – If you drive a company vehicle you must submit a typed letter on headed paper from your company secretary or senior representative confirming that you are the sole user / keeper and that the vehicle is kept at your property AND the vehicle registration document if your company owns the vehicle or a copy of your company's lease agreement |
| <input type="checkbox"/> Hire / Lease Agreement | |
| <input type="checkbox"/> Insurance Document
(must show name, address and registration) | |
| <input type="checkbox"/> If you are not the registered keeper you must supply the following three: | |
| - Letter from the registered keeper confirming that you are the main user and keeper of the vehicle | |
| - Vehicle Registration Document | |
| - Insurance Certificate / Schedule detailing your name, address and postcode, the vehicles registration number or a letter from your insurance company verifying that the vehicle is usually kept by you at your address. | |

Part 5 – Declaration**I hereby certify that**

- The address shown in Part 1 is my usual place of residence
- All the information I have given in this application is correct
- I do not already hold a current residence permit at another address.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- I cease to reside in the property for which the permit has been issued
- I sell or dispose of the vehicle
- The Council withdraws the permit or it ceases to be valid for any other reason

Please send the application, documentation and payment to the following address:

By post or fax:

Parking Services, Maidstone Borough Council, Maidstone House, King Street, Maidstone, ME15 6JQ

In person:

Maidstone Gateway, King Street, Maidstone, Kent

Signature _____ Date _____

This declaration may only be signed by the person named in Part 1 – if you fail to sign the declaration, your application will be returned.

Please note: Your permit will be valid for use only in Resident Parking Bays for the zone in which you are a resident. It is not valid in off-street car parks, on-street meters or yellow line(s) and does not guarantee the use or availability of any space.

Before submitting your application, please check that you have enclosed the following:

- The completed application form	- Proof of ownership
- Proof of residence	- Correct payment