

Resident's Permit Application

Salisbury District Council, Parking Services
PO Box 1821 Salisbury Wiltshire SP1 1UY
PERMITS WILL BE SENT BY POST



Parking Permit Application

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PO Box 1821 Salisbury Wiltshire SP1 1UY

Your Details

Names _____ **or Company Name** (Business Applicants Only) _____

Applicant (1) Please give full name _____
Mr/Mrs/Miss/Ms _____

Address _____
_____ (if second home please tick)

Post Code: _____ Telephone Number Home: _____ Work: _____

Applicant (2) Please give full name _____
Mr/Mrs/Miss/Ms _____

Telephone Number Home: _____ Work: _____

Permit Details
Please tick appropriate box where applicable New Permit Renewal Replacement

Change of Vehicle Existing reg Annual Visitors for over 60 yrs

New Permit Start Date _____ For Renewals please give Permit Numbers _____
Customer code _____

Are you applying for Visitors Cards? Permit code _____

Cost per Book of 5 cards is £1.50 Book of 10 cards is £3
Number of books required _____ Amount enclosed £ _____

Official Use Only

Zone

CRM ref.

Customer Code _____

Permit Number _____

Card Number _____

from _____
to _____

Paid Documents Checked

Ref:

Signature _____

Vehicle Details (Residents Permit applications only)

Registration Number(s) 1 _____
2 _____

NB Permits are not available for passenger / goods vehicles weighing over two tonnes or longer than six metres.

**Method of Payment (Zones A, C, G and H are subject to payment of £15 per permit)
(Zones B, D, E, F, I and J are subject to payment of £35 per permit)
(Visitors' Cards 30p each - Books of 5 and/or 10)**

Charge to my Master Card / Visa / Switch: Card No
Please underline one _____
Switch card Issue Number _____ Amount: £ _____
Signature (as shown on card) _____ Expiry Date _____ / _____

Cheque or Postal Order enclosed (Made payable to Salisbury District Council) Cash

Please do not send cash by post unless registered.

Declaration There is off-street parking at this address Yes No

I/we have read the parking leaflet accompanying this form and agree to abide by the conditions.
I/we declare that the home address given is my usual place of residence and that I/we meet the permit application requirements.
I/we acknowledge that the permit may be withdrawn if the conditions of issue are contravened. I/we also understand that a charge of £5 will be made for a replacement and that if I/we move from the Resident's Permit Zone or cease to own/use any vehicle for which a permit has been issued, I/we must return the permit to Salisbury District Council Parking Services.

Signature (1) _____ Date _____ Signature (2) _____ Date _____
_____ or on behalf of Business _____ Date _____

Please complete this form if you are a resident of Salisbury wishing to apply for or renew a parking permit or applying for visitors' cards. Permits are issued to assist residents in the parking of their cars and are, therefore, not available for passenger / goods vehicles over two tonnes unladen or longer than six metres. They are used by residents and their bona fide visitors and must not be lent or sold to anyone else.

PLEASE READ ENCLOSED SALISBURY RESIDENTS' PARKING SCHEME LEAFLET BEFORE YOU COMPLETE THIS FORM

Your Entitlement

2 Permits per Household (subject to off-street parking at the property).
Visitors Cards - Zones A, C, G and H - 50 per annum (at a cost of 30p each).
Visitors Cards - Zones B, D, E, F, I and J - 100 per annum (at a cost of 30p each).
Visitors Cards can be purchased in books of 5 or 10.

How to Identify the Zone in which you live

Check the enclosed street list to find out the zone in which you live. The list does not show streets in which you can park.

(If you are in any doubt, please contact Salisbury District Council Parking Services for help)
01722 434 650 / 326 / 323 / 572

Do not forget these documents

1. Proof of residency
2. Proof of Ownership of the vehicle
3. Current driving licence

You will also need to provide proof of residence. This must be a Council Tax Demand, a current utilities bill, Tenancy agreement or Official Rent Book, showing your name and address.

Resident's permits show the vehicle registration number. You will need to supply the vehicle registration document or, if it is a company car, a letter from your employer confirming the registration number.

The driving licence should reflect your current residency.

Applications for Annual Visitors Permits should be accompanied by proof of residency as outlined above and proof of age. This must be your passport, birth certificate or pension book.

Applications for Business Permits must be accompanied by the Non-Domestic Rate Bill.

Applications for visitors' cards only require proof of residency. This must be Council Tax Demand, current utilities bill, Tenancy/lease agreement, showing your name and address.

Renewing your Parking Permit

For renewals of Residents' Parking Permits we require proof of residence and current driving licence, so long as the vehicle registration number remains the same. Renewals of Annual Visitors' Permits require proof of residence only. For renewals of Business Permits please provide the Non Domestic Rate Bill.

Please note: Photocopies will be acceptable

How to Pay

By credit / debit card, postal order, cash or cheque (made payable to Salisbury District Council). Please use registered post when sending cash. Payment by cash will not guarantee the issue of a permit. A refund will be made by cheque if application is refused. Complete the payment details or enclose your cheque, cash or postal order together with the proof of residence, vehicle ownership, driving licence (photocopies will be acceptable) and post to:

Salisbury District Council Parking Services PO Box 1821 Salisbury SP1 1UY

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