



# BARNLSLEY

## Metropolitan Borough Council

Version 3.3 Mar 19

### PLACE DIRECTORATE

### RESIDENT'S PARKING OPERATIONAL SUPPORT TEAM

### PARKING PERMIT INFORMATION SHEET

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If you need help understanding this document please contact us on 01226 772649

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontaktoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज़ को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

Jeżeli potrzebujesz pomocy w zrozumieniu tego dokumentu skontaktuj się z nami

ਜੇਕਰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ

Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

If you have any questions that are not answered here, please contact a member of the Resident's Parking Team

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## **1. GENERAL TERMS AND CONDITIONS**

- 1.1 Permits must be displayed in the near side front windscreen with all the details on the face of the permit clearly visible. **Permits are only valid in the Parking Zone shown on the face of the permit.** A permit does not guarantee that a parking space will be available outside or near your premise, it does however allow legal parking in specific marked bays within the Zone **BUT NOT ON YELLOW LINES.**
- 1.2 All permits remain the property of Barnsley Metropolitan Borough Council and must be surrendered when the property is vacated or on the request of an authorised official such as a Council Officer, Civil Enforcement Officer (CEO) or Police Officer. The permit facility may be withdrawn if permits and/or Visitor Vouchers are found to have been misused.
- 1.3 The parking scheme will be patrolled by BMBC CEO, who will issue Penalty Charge Notices (PCN) to vehicles that are not displaying a valid permit during the prescribed times. Any vehicle that displays an invalid permit shall be treated as if no permit is on display and shall be liable for a PCN. All permits are uniquely identifiable and any fraudulent use may result in a PCN being issued and permit(s) cancelled/withdrawn.
- 1.4 Permits are only valid for use on the vehicle for which they are issued. They must be returned if that vehicle is sold or otherwise disposed of.
- 1.5 Outside of the scheme's operating hours parking without a permit will be allowed in permit holder bays.
- 1.6 Residents who are Disabled Blue Badge Holders are **not** entitled to park in Residents Parking bays with the Blue Badge alone. During operational hours a valid permit or Visitor Voucher should also be displayed. The normal exemptions for Disabled Blue Badge Holders still apply to the yellow lines in the Zone.
- 1.7 Parking in the Residents Parking bays does not allow residents to obstruct egress to residential or business properties; this remains an offence and will be dealt with by the Police under current legal powers.
- 1.8 Applicants will be granted a **THREE (3)** week grace period for the vehicle(s) from the date when the initial contact is made. Applicants are responsible for the return of the application form and supporting evidence within this three week time period. **If you do not have the supporting evidence within this time frame then you as the resident at the property have the responsibility to keep Resident's Parking updated.**

## **2. RESIDENTS & BUSINESS PERMITS**

- 2.1 These permits will be issued to residents and local businesses (including registered charities) within the Zone.
- 2.2 They are valid for one calendar year.
- 2.3 Resident's Permits must be registered to one vehicle, and can only have one vehicle per permit. Business Permits must be registered to one vehicle, and can only have one vehicle per permit unless the nature of a business dictates otherwise, details of which to be discussed with Resident's Parking.
- 2.4 The issue of additional permits will depend on the capacity to accommodate these vehicles within the Zone.

## **3. SPECIAL PERMITS**

- 3.1 Residents are eligible to apply for a Special Permit in circumstances where they receive regular care visits from Social Services, another organisation or friends/family on a voluntary basis, for example, home helps or carers.
- 3.2 This permit will be issued free of charge.
- 3.3 The permit will be transferable between different service users, as they are issued against a specific property not a specific vehicle. The resident should always retain the permit between visits.
- 3.4 Only **one** Special Permit may be issued against a property.

## **4. VISITOR VOUCHER BOOKLETS**

- 4.1 These are issued to residents or local businesses within the zone and not to a specific vehicle.
- 4.2 They are issued in the form of a booklet of 25 scratch vouchers and can be given to your visitors / customers who wish to park in the restricted bays during the scheme's operating hours.
- 4.3 All Visitor Voucher booklets will be issued in line with the agreed schedule of charges.
- 4.4 **A maximum of two booklets per household can be requested at any one time.**
- 4.5 The use of these vouchers will be monitored closely by the CEOs and should not be abused. Resident Visitor Vouchers are for ad-hoc visits by friends, family and tradesmen or where a special arrangement has been authorised by the Council.
- 4.6 Any resident or business found to be abusing these vouchers will be informed in writing. Subsequent abuse will result in the issue of a PCN.
- 4.7 Where a resident or business has no vehicle to register but wishes to apply for a Visitor Voucher booklet, the resident / business owner must complete the standard application form and provide relevant Proof of Residency documentation.

**All Emergency Services Vehicles, Doctors on call, vehicles working in or on the highway and Council refuse vehicles are exempt from the restrictions.**

## **5. YOUR QUESTIONS**

### **5.1 How many permits can I have?**

Whether you are a resident or a business, the issue of additional permits is subject to the amount of possible parking spaces available within the Zone. In practical terms it is likely that every resident or business in the Zone, if requested, can be issued with up to a maximum of two permits in the first issue.

To ensure the scheme is fair, equitable and auditable to all residents and businesses, the Council will issue each additional permit in the context of all applications for additional permits received. If capacity still remains after all second permits have been issued, third tier applications will be considered, then fourth tier etc. until all spaces have been allocated. In doing this, the Council will also recognise capacity issues on heavily congested streets within the Zone; this may mean that applications for additional permits may not be approved.

Any additional permits issued in the previous year will not automatically be renewed. Permit issue will be reviewed annually and be subject to capacity assessments.

### **5.2 How do I pay for my permit(s)?**

You can apply and pay online. If you've applied by post then payments can be made by debit card using our telephone payment system on 01226 772649 (Mon to Fri 9am to 1pm and 2pm to 4pm), if you have difficulty paying in this way please telephone and speak to a member of staff. You must quote your unique receipt number on the application form before submission. No permits will be issued unless the correct payment has been received.

### **5.3 What if I damage, lose or have my permit stolen?**

Damaged, lost or stolen permits must be reported to the Council immediately. There will be a charge for the replacement permit. Where a permit is unreadable due to fading, this will be re-issued free of charge, upon receipt of a completed application form & the return of the original permit. Until your replacement permit is processed you will be required to display a valid Visitor Voucher if you wish to continue to park within the Zone during the operating hours of the Scheme or unless otherwise instructed.

### **5.4 How and when will my permit be renewed?**

Each permit will only be valid for one year, and will therefore require to be renewed on an annual basis. You will receive written notice from the Council to renew your permit(s) approximately four weeks before your current permit(s) is/are due to expire. Additional permits issued in the previous year will not automatically be renewed. All additional application requests will be subject to a capacity assessment within the Zone. If you have not received your renewal notification by the permit's expiry date you should contact the Resident's Parking immediately.

### **5.5 What if I change my vehicle?**

You will need to apply for a replacement for your new vehicle. In order to obtain a new permit you will be required to provide the relevant documentation for the new vehicle. There will be a £10.00 administration fee for each change of vehicle. The replacement permit will usually be issued with the previous expiry date. Alternatively, if your original permit is within its final two months you may apply for a full annual renewal. Your old permit will in either circumstance be made void on the issue of a new one. If the voided permit is subsequently found to be in use, a PCN may be issued to the vehicle.

### **5.6 Where can I park with my permit?**

Irrespective of the eventual number of permits issued per resident or business it is incumbent on each permit holder to park vehicles considerately and not to cause restrictions or obstruction to other residents, road users or pedestrians. Where circumstances of this nature arise and an offence is committed, it may result in a PCN being issued. Depending on the circumstance of the offence the Council reserves the right to remove the permit(s).

### **5.7 What if I don't own the vehicle i.e. Company, Lease or Courtesy Car?**

If you are a current permit holder and are using a courtesy car for any reason you must telephone the Resident's Parking as soon as possible giving details of the colour, make, model and the length of time you expect to use the temporary vehicle. Arrangements can then be made to try to prevent the possible issue of a PCN. Please note that we won't be able to make these arrangements if you don't have a valid permit.

Residents with company cars can still apply for a Permit. You will be required to provide a copy of your company vehicle registration document or current insurance certificate and a letter from your employer, on company headed paper which includes the following information:-

- a statement that you are currently employed at this company
- your name & home address and
- the vehicle registration number.

In circumstances where you use different company vehicles on a regular basis then please telephone the Resident's Parking in the first instance.

### **5.8 What if I have contractors working in my property?**

Contractors are treated like any other visitor and will need to display a valid Visitor Voucher if they wish to continue to park within the Zone during the operating hours of the Scheme. It should be noted that in all cases, construction operations and/ or the storage of materials are not permitted on the highway.

### **5.9 What about deliveries?**

If the delivery is for loading/unloading only then no permit will be required. If the driver is planning to be away from the vehicle for any length of time (i.e. to fit a carpet, install a washing machine, etc.) then you should issue a valid Visitor Voucher to display in the vehicle to cover this period of time.

### **5.10 What if I hire a skip?**

In all cases the skip hire company is required to obtain a licence from the Council to place a skip on the highway, this includes within Resident Parking Zones. In the first instance residents should try to make use of available off-highways land associated with your property. Wherever possible you should not unduly inconvenience other residents in the Zone particularly where parking space is limited. In all occasions, the time the skip is on the highway should be kept to an absolute minimum.

### **5.11 What if my car has personalised vehicle registration plates?**

The parking permit is issued against a specific vehicle. It is essential therefore that if you change your vehicle but the registration plate does not change you should still apply for a replacement/renewal permit using the standard application form. Contraventions will be subject to the issue of a PCN. Please note there will be a charge for each replacement permit.

### **5.12 What if I have a Caravan or Trailer?**

Caravans and trailers are not included in the Residents Parking Permit scheme and therefore cannot be parked in the Resident Parking Zone within the restricted times.

### **5.13 Are any vehicles exempt from the scheme?**

The following vehicles are not permitted to park in the Residents Parking Zone within the restricted times.

Contraventions will be subject to the issue of a PCN.

- Any vehicle having a gross weight exceeding 3.5 tonnes.

### **5.14 Do I need a permit for my motorcycle or moped?**

Yes. If you own a motorcycle or moped, you are still required to purchase a valid parking permit if the vehicle is to be parked in the Residents Parking Zone within the restricted times, however if you experience difficulties displaying the permit then this should be kept at your place of residence to produce when challenged.

### **5.15 Penalty Charge Notices**

If there are three or more outstanding PCNs issued to an applicant or the address for which the permit is being applied for then no Permits or Visitor Vouchers will be issued until such time that the Notices have been cleared/or are being considered under Appeal.

### **5.16 Fleet drivers**

If you change your vehicle on a regular basis and wish to park in the Residents Parking Zone within the restricted times, please telephone the Resident's Parking to discuss further.

### **5.17 What if I cancel or surrender my permit? (Refunds)**

No refunds (full or part) will be offered, for permit(s) issued to you during the course of the year that are no longer required.

Please note, if you move house you will be expected to return the permits to the Council and these will be made void.

### **5.18 My place of employment lies within a residents parking zone. Can I apply for a permit so I can park there?**

To qualify for a permit, the vehicle must be used by the business to carry out its work i.e. the vehicle must be insured for business use. The applicant must also provide official confirmation from the business proprietor on company headed stationery to confirm that the applicant uses the vehicle to carry out work on behalf of the business. **A PERMIT WILL NOT BE ISSUED SIMPLY TO FACILITATE CONVENIENT PARKING FOR AN EMPLOYEE.**

## **6. FURTHER QUERIES / CONTACT US**

If you have any other questions or need clarification on any of the points raised in this Information Sheet please telephone 01226 772649 or email [residentsparkings@barnsley.gov.uk](mailto:residentsparkings@barnsley.gov.uk) .

Office hours: (except on Bank Holidays) Monday to Friday 9am to 1pm and 2pm to 4pm.