

CAR PARK RESIDENT PERMITS

Guidance Notes and Terms & Conditions

Please read these guidance notes carefully before you apply for a permit. They are intended to provide additional information, minimise queries and reduce possible delays in processing applications.

A Explanation of Scheme

Harrogate Borough Council offers concessionary parking in certain car parks in Ripon and Knaresborough only where their property is within an on-street resident zone and there is no alternative parking. Only certain properties and zones have this concession. Full details are on the residential zone list at permits.harrogate.gov.uk/permits. The car park permits are available for the Cathedral, Victoria Grove, St Marygate and Castleyard car parks and no other car parks are available. Only one permit per household is available.

B How to apply

You can submit your application:

- **Online** – at www.harrogate.gov.uk
- **In person** – at the Council Offices, Crescent Gardens, Harrogate. Please note we do not issue permits over the counter.

C Proof Required

Supply one document from the proof of address list in Section A1 and one document from the proof of vehicle list in Section A2.

(A1) Proof of address:

- Driving licence
- A current council tax statement

(A2) Proof of vehicle ownership or use:

- A vehicle registration document confirming your name, address and vehicle registration
- A valid motor insurance schedule confirming your name, address and vehicle registration

D Cost

A permit costs £60 per year. No discounts or refunds are available.

E Terms and Conditions

- A permit is only valid for use within the car park named on the permit and valid possession of a permit does not guarantee that a space will be available within your designated car park.

- Please note these permits are not issued at the point of application but are sent out in the post within five working days.
- A permit is only issued for a specific vehicle.
- An administration charge of £20 applies for change of vehicle or for a replacement permit.
- It is your responsibility to ensure a valid permit is fixed to the front windscreen and must be readable from outside of the vehicle while the vehicle is parked in the relevant car park. You may only park in the car park which the permit applies. The permit does not exempt you from complying with other car park parking restrictions. Please ensure that the details on the front of the permit remain legible. If they become unreadable the permit must be returned to us and we will issue a replacement.
- You can renew your permit 10 days before your permit expiry date by completing the relevant sections on the application form. If you wish to be sent an electronic reminder please ensure that you provide us with an email address on your application. It is the permit holder's responsibility to ensure the permit is renewed before their expiry date, therefore please allow a minimum of 10 working days between submitting your renewal application and receiving your new permit. If you display an out of date permit you may receive a parking ticket which will have no grounds for cancellation.

Please keep these notes in a safe place – they may help you in the event of a query.