

# RESIDENTIAL ZONE NON RESIDENTS 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 & prices

Residential parking schemes are in place throughout the district to assist with parking for residents. Harrogate Borough Council administers on-street permit schemes on behalf of North Yorkshire County Council (who are the Highways Authority) and Harrogate B.C. is unable to increase/amend the qualifying properties in any zone or the maximum allocation of permits. There are a number of additional permits available which are;

- **Business Permits** – Requires proof of non-domestic rates and a vehicle registration document confirming your name and vehicle registration. One year business permit £125, two year business permits cost £180.00.
- **Attendance (Carers) Permit** – Available for residents in the need of substantial and regular care. To qualify, please supply either a letter from the carers organisation showing proof of the care required or proof that the carer receives attendance allowance. This permit is free of charge.
- **Doctors Permit** – This permit is available for GPs practising from a surgery at an address within a resident zone. Evidence is required to prove this. A permit is issued to a specific vehicle registration. A Doctor's permit costs £30/one year or £60/two year.
- **Healthcare Permit** – This permit is an exemption permit for healthcare professionals working for NYCC social services, Harrogate based NHS staff or a member of a nationally recognised organisation serving the physical/spiritual needs of residents living in more than one residential zone. This permit is only valid when attending a residents home and not to be used when attending drop-in centres, surgeries etc. This permit is also not to be used for attending meetings (including meetings in hostels where residents may be based). It is presumed that any client visit will not exceed one hour and there must be a regular need for this exemption. Regular is defined as at least one occasion per day. Proof from the employer is required and the permit cost is £30/one year or £60/two years. A permit is issued to a specific vehicle registration.

### B How to apply

You can submit a completed application form, along with proof documents (if applicable) and payment by:

- **Online** at [www.harrogate.gov.uk](http://www.harrogate.gov.uk)
- **In person** at the Council Offices, Crescent Gardens, Harrogate. Please note we do not issue permits over the counter.
- No invoices will be raised for permits. A permit will not be issued until payment is received.

## **C Terms and Conditions**

- A non-residents permit is issued for a specific vehicle. There is an administration charge of £20 if a permit is amended or for replacing a lost or stolen permit.
- It is your responsibility to ensure a permit is fixed to the front windscreen and must be readable from outside of the vehicle. The permit does not exempt you from complying with other 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 the 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 holder's responsibility to ensure the permit is renewed before their expiry date.
- Please note permits are not issued at the point of application but are sent out in the post within five working days. Vehicles found not displaying a valid permit whilst parked in a residents parking bay may incur a penalty charge notice, which will have no grounds for cancellation. It is your responsibility to ensure the permit is always current and renewed before the expiry date. If your permit is lost or damaged or stolen you should apply for a replacement permit and cancel the original permit.

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