

RESIDENTIAL ZONE 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

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. The number of permits available differs between zones and the maximum permits allowed cannot be exceeded.

If you live in a shared house or flat that is registered with the Council as a “House of Multiple Occupancy” (HMO) you can apply for permits. You should nominate one person as “Head of the Household” who can apply for the maximum number of permits allowed for the zone on behalf of everyone who lives there.

B How to apply

- **Online** - you can apply and submit your proof documents online at www.harrogate.gov.uk
- **In person** – take your application form and documents to: The Council Offices, Crescent Gardens, Harrogate. Please note we do not issue permits over the counter.

C Proof Required

Complete the application form and 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:

- A current council tax statement
- Valid driving licence showing the address that appears on the application.

(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
- Confirmation from your employer that you have use of a work vehicle as part of your job. (If applicable)

D Costs

1 year - £30.00

2 Year - £60.00

A 50% reduction in the cost of a permit is available if proof is provided that:

- You are aged 60 years or over.
- You are registered disabled or in receipt of Income Support or Job Seekers Allowance.
- There is an administration charge of £20 if a permit is amended or for replacing a lost or stolen permit. No discount is available on this administration charge.
- There are no refunds available on any residents permits.

E Terms and Conditions

- Resident parking permits are available only to residents living in certain properties in designated streets. A permit does not guarantee that a space will be available in the area; it only allows a permit holder to occupy a space, if available, with his/her permitted vehicle within a designated resident's zone. Please note that permits are not valid in pay and display or limited waiting bays unless otherwise stated – always check signs when parking.
- A permit can only be used for specified vehicles with a maximum of two vehicle registrations allowed on each permit.
- Please note resident 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, damaged or stolen you should apply for a replacement permit and we will cancel the original 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 residents parking bays. You may only park in the Zone or Street to which the permit applies. The permit does not exempt you from complying with other on-street 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.
- A separate application is needed for each permit, please refer to sections B & C if you require more than one permit.
- It is a permit holder's responsibility to ensure their renewal application is submitted at least ten days prior to expiry.
- You can renew your permit up to 10 days before the expiry date, please refer to Section B on how to do this.
- When we do not have an email address, postal reminders are sent but the Council is not responsible if postal reminders are not received.
- If you move address you must return the permit for your previous property and submit a new application for your new property.

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