Application for Residents’ & Visitors’ Parking Permits

Permits are issued by Cambridgeshire County Council under The City of Cambridge (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Order.
Cambridgeshire County Council manages residents’ parking schemes.

Section 1 – Applicant Details (please write in BLOCK CAPITALS)

Title (Mr, Mrs, Miss, Ms, Dr. Etc.)

Forename

Surname

Address Details

House No. Flat/Apartment No. Property Name

Street Name

Postcode Daytime Phone Number

Email Address

Are you an Undergraduate at either University of Cambridge? Yes ☐ No ☐

Or Anglia Ruskin University? Yes ☐ No ☐

If you are an undergraduate student, do you have the University’s permission to keep a vehicle in Cambridge?

Yes ☐ No ☐

Cambridgeshire County Council processes personal data in compliance with the Data Protection Act 1998. We will process your personal data for the purposes of parking management. We may obtain information about you from others, or we may pass information onto other organisations where necessary to provide these services. If you are applying for a permit and the address you have supplied is a property that is registered with us as being owned by either Anglia Ruskin University or the University of Cambridge, we will share your information with them in order to assist them in the enforcement of their regulations.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes.
Section 2 – Vehicle Details

Registration Number  
Make  
Model  
Colour  

Are you the Vehicle Insurance Policyholder of the vehicle? (Please tick) Yes  
No  

If ‘No’, please complete the following;

We will need to see the Certificate of Insurance and written confirmation from the insurers that you are the main driver of the vehicle.

If you are signing for a company please put the company stamp below or confirm that the above information is correct in writing on the company’s letter headed paper.

Name and Address of Policy Holder:

Permits are issued under the City of Cambridge (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Order – a copy of which can be viewed by appointment – call 01223 727900.

I am applying for a resident’s permit and I confirm that all information given in this application is correct and that the address in section 1 is my main home and that I will abide by the general terms and conditions of issue as stated in Section 3 and that the user of the Permit and any Visitors’ Permit will comply with the terms of the Permit and the above Order. I also wish to apply for ( ) visitor permits at £8.00 per permit.

Your Signature  
Date  

Section 3 – Terms and Conditions of Issue (*Please read carefully*)

I understand that residents’ and visitor permits are only valid for the vehicle and area which you issued them for.

I understand that all permits are your property and I agree to return any permits in the following circumstances.

• If I stop living at the address in section 1.
• If I am no longer the registered owner of the vehicle described in section 2.
• If the details in section 2 no longer apply to the vehicle.
• If I receive two permits which are the same.
If you don’t return your permit in the above circumstances, we may cancel your permit. We may also cancel your permit if:

- You give us false information; or
- Your property is re-developed or converted into additional dwellings since the introduction date of the parking scheme in that area. Under these circumstances the property is no longer eligible for a residents’ parking permit, although the property may still be eligible for visitors’ permits; or
- The permit fee has not been paid or was paid by cheque, which has been dishonoured.

Visitor parking Permits are only valid if the following conditions are satisfied at all times while the Vehicle is Waiting:

- The Vehicle is Waiting in a Resident Parking Place.
- The Vehicle is Waiting whilst the Driver or passenger of the Vehicle is visiting the person to whom the visitor parking Permit was issued.
- At the time the Vehicle is first left Waiting the then current correct date is written legibly in ink in the relevant space on the Permit.
- The registration number of the Vehicle is written legibly in ink in the relevant space on the Permit, and no alteration or correction is made to the date and registration number.

<table>
<thead>
<tr>
<th>Permit Zone Fees</th>
<th>Residents Permit for 1 car per year</th>
<th>Residents Permit for 1 motorbike per year</th>
<th>Visitor Permit for five days parking</th>
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<tbody>
<tr>
<td>Morley</td>
<td>£50</td>
<td>£25</td>
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<tr>
<td>Benson, Castle Hill, De Freville, Petersfield, Riverside Shaftesbury, West Cambridge</td>
<td>£52</td>
<td>£26</td>
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<tr>
<td>Silverwood Close</td>
<td>£60</td>
<td>£30</td>
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<td>Tenison Road</td>
<td>£70</td>
<td>£35</td>
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<td>Guest Road</td>
<td>£76</td>
<td>£38</td>
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<tr>
<td>Brunswick, Kite, Newtown, Park Street, Regent Terrace</td>
<td>£81</td>
<td>£40.50</td>
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Section 4 – How to Apply

Post
If you want to apply for your permit by post, you need to return this form, the correct permit fee and a photocopy of all relevant documents to:
Parking Services, PO Box 121, Cambridge CB1 2WW

Online
At www.cambridgeshire.gov.uk/residents-parking and follow the instructions for applying for a permit for the first time.

Section 5 – Payment

We accept the following payment methods

• Debit/Credit Card
• Cheque/Postal Order made payable to ‘Cambridgeshire County Council’
Please note the Council does not accept payment by American Express, or Visa Electron

Section 6 – Documentation

We need to see copies of the following (photocopies are acceptable)

• Your valid driving licence or Tenancy agreement for 6 months or more (this must show your name and the address being applied for)
• Your Certificate of Motor Insurance (this must be in your name as the policyholder or main insured driver, if not see section 2)

If you have any questions relating to documentation required or further help with your application please call us on: 01223 727900 or email; parkingpermits@cambridgeshire.gov.uk

Debit/Credit Card (not AmEx) Payment - Please complete for postal applications only

I wish to charge my debit/credit card for the sum of £ __________

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<thead>
<tr>
<th>Card Number</th>
<th>Start Date M/Y</th>
<th>Exp Date M/Y</th>
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<table>
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<tr>
<th>Security Code (Last 3 digits on reverse)</th>
<th>Switch issue number</th>
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<tr>
<th>Name On Card</th>
<th>Signature</th>
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<th>Contact Phone Number</th>
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This section will be detached and destroyed after use. Revised October 2017