

**APPLICATION FOR PARKING PERMIT:  
RESIDENTS OF CITY CENTRE  
CONTROLLED PARKING ZONE (CPZ)**



**Hull**  
City Council

NB: Please see requirements for completion of each Part of this form on the reverse.

<b>CITY CENTRE</b>		<b>PART 1 – YOUR DETAILS</b>		<b>CITY CENTRE</b>	
<b>Please PRINT the following information about you:</b>			<b>Please PRINT your address details:</b>		
Your full name: (include title)		Apartment / Flat number:		House number (name):	
Your telephone number:		Street name:		Post Code	
Your e-mail:					
<b>Please PRINT details of your vehicle(s):</b>					
Registration No.: (Vehicle 1)		Registration No.: (Vehicle 2)		Make:	
Make:		Make:		Model:	
Model:		Model:			

**Only legitimate residents of the CPZ are entitled to have exemption permits for parking in the CPZ in excess of the applicable parking time restriction. By making this application, you confirm that the above address is your main home and principal address for all legal purposes.**

**NO EXEMPTION PERMIT CAN BE GRANTED WITHOUT VALID PROOF AND PAYMENT**

<b>CITY CENTRE</b>		<b>PART 2 – REQUIREMENTS</b>		<b>CITY CENTRE</b>	
<b>NB! You must meet the following criteria to be eligible for a permit:</b>		<input type="checkbox"/> <b>Proof</b> of your residency within the boundaries of the CPZ. Only private individuals are entitled to a permit. Businesses are <b>NOT</b> entitled to a permit.			
<b>Copies of the proof will be accepted. Don't post original documents.</b>		<input type="checkbox"/> <b>Proof</b> that you are in charge of a motor vehicle			
		<input type="checkbox"/> <b>Payment</b> of the applicable charge. <b>Currently £75.00 per annum until 1<sup>st</sup> June 2015 when the charge will increase to £80.00 per annum.</b>			
<b>Proof of Residency</b>			<b>Proof of Being in Charge of Vehicle</b>		
<b>Circle A or B below as applicable + tick correct box</b>			<b>Circle A or B below as applicable + tick correct box</b>		
A	I am liable to pay Council Tax for above address (also while exempt or in receipt of benefits)		A	My vehicle is registered <b>and/or</b> insured in my name and at my address as above	
B	I have other proof of residing at the above address		B	I use a company vehicle for private purposes	
<b><u>If you have selected A:</u></b>			<b><u>If you have selected A: Please provide one of the following:</u></b>		
<input type="checkbox"/> Current Council Tax statement or recent exemption/benefit letter			<input type="checkbox"/> DVLA Registration Certificate (V5) for each vehicle, or		
<b><u>If you selected B: Please provide one of the following:</u></b>			<input type="checkbox"/> Current Motor Insurance Document		
<input type="checkbox"/> Utility bill (issued within last 3 months)			<b><u>If you have selected B: Please provide the following:</u></b>		
<input type="checkbox"/> Bank statement (issued within last 3 months)			<input type="checkbox"/> Written confirmation from the officer of the company in whose name this vehicle is registered, stating that you are allowed to use the vehicle for private purposes (e.g. commuting).		
<input type="checkbox"/> Valid UK Driving Licence with current address on it					
<input type="checkbox"/> Other documents may be considered, eg. A tenancy agreement. Please see overleaf for details					

**PLEASE NOTE: NO VISITORS PERMITS OR SCRATCHCARDS ARE AVAILABLE FOR CITY CENTRE CPZ!**

<b>CITY CENTRE</b>		<b>Part 3 – DECLARATION</b>		<b>CITY CENTRE</b>	
<b>By signing and submitting this application form, I declare that the above information is true and complete to the best of my knowledge. I further accept the terms and conditions overleaf, and undertake to comply with any Traffic Regulation Order applicable to my CPZ.</b>			<b>Please sign below:</b>		<b>Date:</b>
<b>Office use only:</b>	Staff Initials:	Permit No.		Receipt No:	

## TERMS AND CONDITIONS FOR RESIDENTS PARKING EXEMPTION

### A. YOUR APPLICATION

Before submitting this application, please ensure that it is completely filled out and you can prove with documents your residency within the boundaries of the CITY CENTRE Controlled Parking Zone (CPZ), and being in charge of a vehicle which is normally kept or registered in the CPZ.

Your application can be submitted to the Kingston upon Hull City Council ("the Council") in the following ways:

- In person at your local Library  
Phone: 300300 to find where your closest Library is to your address.

If you submit your application in person, please ensure that you have brought with you the required documentary proof which you have specified in your application form. You will be asked to produce it for verification purposes.

If you submit your application by post or fax, you must enclose / send copies of the documentary proof that you have specified in your application form. **NEVER** send your original documents in post.

Incomplete applications, applications without the required documentary proof or without payment of the applicable charge cannot be considered and your application will be returned to you or posted to your address (as applicable).

The administrative charge is currently set at **£75.00** per permit period, payable **pro rata** for all full remaining months in the relevant permit period. Payment can be made in cash, by card or by cheques made payable to Kingston upon Hull City Council.

If there are **multiple residents** (including spouses, partners, joint tenants and lodgers) at the same address, each of them must make a separate application.

Please note that your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate.

This may include sharing your information with other bodies responsible for auditing or administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

Documentary proof of residency. If you do not have any of the documents specified on the application form overleaf, you may submit other documents that you believe to be demonstrating your residency at the

address, along with an explanation as to why the specified documents are not available.

Documents about your vehicle. Only the documents specified overleaf in the application form can be accepted. These documents must show your name and address (postcode) in the CPZ. No other document relating to your vehicle can be valid for the purposes of this application form. **Remember: it is your duty under law to notify DVLA and your motor insurance company immediately about any changes to your address.**

If you are using a company vehicle for private purposes and rely on a letter from the company, you do not have to supply DVLA or insurance documents as above if you are able to produce a letter from the Company addressed to the Council, stating that you are allowed to use the vehicle for private purposes (e.g. commuting), and including particulars of the company such as its registered office and contact information.

Students at educational establishments anywhere in Hull are exempt from the requirement to have their vehicle registered or insured at an address within the CPZ, provided that they supply a letter from their educational establishment confirming their student status and course start / end dates.

The Council will endeavour to process your application and post your exemption permit to your address within 5 working days from the date of receipt. If we are unable to accept your application, you will be provided with a written explanation why.

Your application form and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any photocopies of your documents will be destroyed upon the issue of your permit, although notes about their contents may continue to be held in computerised databases of the Council.

### B. YOUR PERMIT

Your parking exemption permit will only be valid when displayed clearly and continuously on the vehicle it was issued for, so **all particulars** (designated permit zone, vehicle registration mark, expiry date and permit number) are readily visible and legible through the front windscreen.

A valid residents' permit correctly on display in the vehicle will make it exempt from pay and display charges and any maximum waiting time restrictions in any on-street parking place within the boundaries of the CITY CENTRE CPZ. i.e. you will be able to park indefinitely without charge within an on street pay and display parking place

Failure to display your permit may result in a Penalty Charge Notice (PCN) being issued to your vehicle. It will not be a valid defence against such penalty charge to claim that you were in fact granted an exemption permit from the Council.

A residents' exemption permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

A residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available on-street parking space within the CPZ **free of charge and for longer than it is generally permitted** for motorists.

Please note that due to limited on-street parking space in CITY CENTRE CPZ, **visitors parking permits of any kind are NOT available.** Your visitors are expected to use alternative medium and long term off-street parking facilities.

**All permits are valid for a fixed period and will expire annually on 31 July.** It is the responsibility of the resident in whose name the permit was issued, to make an application for its renewal in a timely manner by using such prescribed form as may be specified by the Council.

The permit is only valid whilst you remain resident in the CPZ. If you move away, you must hand it back to the Council as soon as reasonably possible.

If you no longer have need of this permit it can be returned to the Parking Department and a refund of £5.00 per full calendar month outstanding will be made.

A replacement charge will be payable for any permit that is lost, damaged or tampered with.

Any parking permit queries can be dealt with by calling **01482 300 300.**

**E-mail: [parking@hullcc.gov.uk](mailto:parking@hullcc.gov.uk)**