

## Terms and Conditions for Parking Permits and Visitor Vouchers Zone F, Southgate Corridor

<b>Operational times</b>												
8.00am and 6.00pm, Monday to Saturday inclusive. The scheme is also in operation on Bank Holidays. <b>Individual spaces will not be allocated. There will be no guarantee of an on street parking place.</b>												
<b>Who can purchase a permit and visitor vouchers</b>												
Residents of Baker's Lane, Crown Street, Honey Hill, Long Row, Maynewater Lane, Prussia Lane, Raingate Street, Rutland Square, Southgate Street, Sparhawk Street, St Mary's Square, Topper Lane and West Front												
<b>Where you can park with a permit or visitor voucher</b>												
Vehicles displaying a valid parking permit or visitor parking voucher, will be entitled to park within the marked bays designated for residents parking in Baker's Lane, Crown Street, Honey Hill, Maynewater Lane, Raingate Street, Southgate Street Sparhawk Street, St Botolph's Lane and St Mary's Square for an unlimited period of time.  Please note that permit holders and visitor parking voucher holders are not entitled to park in the bays marked limited waiting only for longer than the times stated on the signing for those bays.												
<b>Charges</b>												
An annual fee of <b>£59.00</b> will be made for the first permit and <b>£76.00</b> for a second permit. The permit will be valid between <b>1<sup>st</sup> June and 31<sup>st</sup> May</b> the following year. For those applying after the commencement of the scheme, the amounts payable are as follows:  <b>If permit purchased between</b>												
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="text-align: center; width: 35%;">1st permit</th> <th style="text-align: center; width: 35%;">2nd permit</th> </tr> </thead> <tbody> <tr> <td>Sept – Nov</td> <td style="text-align: center;">£44.25</td> <td style="text-align: center;">£57.00</td> </tr> <tr> <td>Dec – Feb</td> <td style="text-align: center;">£29.50</td> <td style="text-align: center;">£38.00</td> </tr> <tr> <td>Mar – May</td> <td style="text-align: center;">£14.75</td> <td style="text-align: center;">£19.00</td> </tr> </tbody> </table>		1st permit	2nd permit	Sept – Nov	£44.25	£57.00	Dec – Feb	£29.50	£38.00	Mar – May	£14.75	£19.00
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An annual charge of £29.50 will be made for motorcycles (£38 for a second motorcycle).												
<b>Parking Permits and Visitor Vouchers</b>												
Visitor parking vouchers are available at a cost of £8 for ten vouchers. Each voucher is valid for one day. No refunds will be made. <b>Please note that a maximum of 50 vouchers only may be purchased per household per year within this scheme.</b> The permit or visitor parking voucher is for use by members of the household and their legitimate visitors only.												

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1. The scheme will be enforced by West Suffolk Council Parking Services. The fine for not displaying a valid permit or visitors parking voucher is £70 discounted to £30 if the fine is paid within 14 days. This may be subject to change.
2. A permit holder who moves out of the residential parking zone must surrender the permit or visitor parking voucher. Should a permit holder wish to surrender a valid permit then a refund will be made based upon the figures for each full quarter which remains unexpired. **You must not give your permit to anybody else and it would be an offence to use a permit after you have moved.** If a permit holder moves to another address within the same zone, the Council must be informed of the change of address.
3. Residents are eligible for two parking permits per 'vehicle owning household' per year of the scheme. The definition of a 'vehicle owning household' for the purpose of this scheme is: 'A property which appears in the Council Tax register within the zone in which any person who normally resides in that property owns, leases, hire purchases or keeps and uses a vehicle'.
4. The Domestic Council Tax Register and the current Electoral Roll will be used to monitor the validity of permit and visitor voucher applications. **The permit or visitor parking voucher remains the property of the West Suffolk Council. If it is misused it may be withdrawn at the Council's discretion.**
5. Only vehicles displaying a valid parking permit or visitor parking voucher may park within the residents only bays. **The permit or visitor parking voucher must be displayed on the front of the vehicle so that it is readily visible from outside the vehicle.**
6. The definition of a 'vehicle' for the purpose of this scheme is: 'A motor car or van (under 3.5T) or a motor cycle that has a current road fund licence and is insured and has a valid MOT certificate'. No other vehicles can be parked within a residents parking area, subject to exemptions in **condition 10**, which relates to medical professionals.
7. The vehicle registration number of the vehicle to which the permit will usually apply must be given on the application form. The registration number will appear on the parking permit. No more than two vehicle registration numbers will be displayed on the permit.
8. The vehicle displaying the parking permit must be registered to the property for which the application was made, except if the permit is issued to a senior citizen or blue badge holder as outlined in sections 11 and 12. The permit cannot be used on any vehicle other than the vehicles with the car registration numbers which are printed on the permit. A maximum of two vehicle registration numbers can be applied for. West Suffolk Council reserves the right to confirm that the vehicle is registered to the property to which the permit is issued.

9. The Council must be informed of any vehicle changes that take place during the period the permit is valid. There will be a £12 administration charge for a replacement permit, should a resident change their vehicle.
10. Trades people working at properties within a zone must obtain a temporary contractor permit before commencing the work from Level 6, of the Multi-storey car park in Bury St Edmunds, IP33 3BA. Alternatively you can e-mail the department using [parking@westsuffolk.gov.uk](mailto:parking@westsuffolk.gov.uk) Please take your registration number and details of the property you are to work on. The only exemptions to this are doctors and other medical practitioners, nurses, midwives etc. and statutory undertakers, delivery vehicles etc.
11. (a) One permit will be issued free of charge to any household within a residents parking zone with a resident blue badge holder. An additional permit may be purchased if required at the second permit price (i.e. £76).  
(b) Blue badges must be displayed on the vehicle alongside the permit when parking within residential parking bays.  
(c) The blue badge serial number and expiry date must be provided with the application.
12. For a 'non vehicle owning household' within the scheme, where a senior citizen resides who requires the permit for use by legitimate visitors, one permit for use by these visitors will be issued free of charge. The definition of a 'non vehicle owning household' for the purposes of this scheme is: 'A property which appears in the Council Tax register within the residents parking zone in which no person who normally resides in that property owns, leases, hire purchases or keeps and uses a vehicle'. A senior citizen who resides in a vehicle owning household must pay normal permit fees.
13. Vehicles must be removed if a uniformed Police Officer, a traffic warden, a Police Community Support Officer or a Council Parking Attendant so requests.
14. **Responsibility for the renewal of the permit rests with the holder.** A reminder will be sent out approximately one month before the expiry of the parking permit. Applications for parking permits must be made online at [www.westsuffolk.gov.uk/parking](http://www.westsuffolk.gov.uk/parking)
15. The replacement of a lost, stolen\* or damaged permit will be cost £12, even if the original permit was issued free of charge. This is subject to the Council's satisfaction to such a loss. (\*a crime reference number is required.)
16. Vehicles must be roadworthy with a current road fund tax. Failure to comply will result in the permit becoming void.
17. West Suffolk Council will not compensate the permit holder for any unused months on the withdrawn permit. Should a permit holder wish to surrender the permit after it has become valid then a refund will be made based upon the above figures for each full quarter which remains unexpired.
18. Motorcyclists should apply by paper application only. Motorcyclists are advised to purchase a motorcycle tax disc holder to display their permit securely.