



Parking Office, Gloucester House, 72 Church Road, Stockton-on-Tees, TS18 1TW  
Tel: 01642 528499, Fax 01642 528204, [www.stockton.gov.uk](http://www.stockton.gov.uk)

**These notes explain how a residents' parking scheme operates.**

## **The Extent of the Scheme**

Where the Council has created a Residents' Parking Scheme, only vehicles displaying a relevant permit can be parked in the marked bays in zone during the controlled times and days.

## **Types of Permit**

- |                  |   |  |
|------------------|---|--|
| <b>Residents</b> | - | For vehicle owners who live in the zone.   |
| <b>Visitors</b>  | - | For visitors to residents or to businesses in the zone.                          |
| <b>Business</b>  | - | For vehicles connected with businesses in the zone.                              |
| <b>All zone</b>  | - | If duties require multiple visits on a regular basis to properties in the zones. |

## **Where can I park?**

If you have a valid residents parking permit for a car or van displayed on the front windscreen of your vehicle by the tax disc, you can park in bays, which display a sign showing the zone letter that matches your permit. You can park in these bays as long as you wish. The parking spaces vary in length from road to road and are not normally divided up into vehicle spaces. You are not allowed to reserve a specific parking bay. You must park your vehicle so that the wheels are within the white bay markings.

## **Having a parking permit does not guarantee that you will have a parking space.**

In addition to residents' vehicles displaying a permit the following vehicles can also be parked in resident parking places:

- Vehicles displaying a permit relevant to the zone.
- Vehicles displaying an all zone permit.
- Police, fire brigade, ambulance, postal and local authority vehicles in the course of their duties.
- Removal vans whilst in use for their purpose.
- Vehicles, which are being used to deliver or collect goods from properties next to the parking place (these vehicles can only wait up to 20 minutes).
- Vehicles that are picking up or setting down passengers.
- Certain other vehicles in special circumstances by first gaining approval of the Car Park Manager.

If any other vehicles are parked a Penalty Charge Notice can be issued and placed upon the vehicle.

## **Times when any vehicle can park in a residents' parking space.**

Any vehicle may be parked in a residents' parking space outside controlled times and days.

## **The vehicles for which a permit will be issued.**

You can obtain a permit for the following types of vehicles:

- Cars or other passenger vehicles with seating for not more than 8 people.

- Goods vehicles under 30 cwt.

A permit will only be issued to the person who keeps and uses the vehicle.

### How do I apply for a permit?

Complete the application form and supply the following evidence.

**Resident Permit** - If the vehicle is registered to you at a property address in the zone then you will need to supply the Vehicle Registration Document (DVLA V5) and one of the following showing your name and address:

- Council Tax Bill
- Current driving licence
- Current council or housing trust rents statement
- Flat or house contents insurance
- Current bank or building society statement
- Utility Bill

You can have as many Resident Permits as you have vehicles registered to your address, an application has to be completed for each vehicle and the above evidence provided.

**Hire and Lease Vehicles** - If you hire, lease or rent a vehicle, you must produce the agreement, from the company, which shows your name and address and one of the documents above.

**Company Vehicles** - If you have a company vehicle then you must supply a letter from the company Secretary/Director on headed paper stating that the vehicle on the V5 is used solely by you. You must supply the V5 and one of the above documents.

**Visitor Permit** - Each property is entitled to a Visitor Permit, if you do not have any Resident Permits then you are entitled to two Visitor Permits. You must supply two of the following showing your name and address:-

- Current driving licence
- Current council or housing trust rents statement
- Flat or house contents insurance
- Current bank or building society statement
- Utility Bill

**Business Permits** - Will be issued to a business with an address in the zone, the vehicle must be moved frequently throughout the day in the course of business. Business users who use their vehicle infrequently or solely as a means of travel to and from the work place will not qualify for a permit. The following evidence must be supplied:-

- Vehicle Registration Document (DVLA V5)
- Current Business Rates Statement
- Utility Bill

A letter from the Company Secretary/Director stating that the vehicle on the V5 is used in conjunction with the above conditions.

**All Zone Permit** - will be issued to people whose duties require multiple visits to properties located within a Residents Parking Zone on a regular basis. The following evidence must be supplied:-

- Vehicle Registration Document (DVLA V5)
- A letter from the company Secretary/Director on headed paper stating that the vehicle on the V5 is used in conjunction with the above conditions.

Parking by vehicles displaying All Zone Permits will be monitored by Civil Enforcement Officers to ensure they are being used in accordance with the criteria detailed above. The permit is not an entitlement to park any vehicle permanently adjacent to or outside any place of work that is situated within/nearby a

Residents Parking Zone. Alternative arrangements should be sought when there is a need to park a vehicle at a place of work.

Complete the application form and monitoring information and post it to the Parking Office or deliver it there between the hours of 8.30am to 5.00pm Monday to Thursday and 8.30am to 4.30pm Friday. You should include the above-required proof together with the annual fee (£10.00, or £50.00 for businesses) as required. The Council cannot be responsible for the items lost in the post and it is recommended at all times that applicants call into the Parking Office. Cheques should be made payable to Stockton Borough Council.

The need to insert your national insurance number is a requirement by the Audit Commission. It will help reduce improper use of permits and in turn help to ensure availability of parking spaces for use by residents.

Additional forms can be obtained from the Parking Office. An application form will have to be completed for each permit you require. The annual permits last until the expiry date shown on the permit. You should apply to the Parking Office for a new permit at least 14 days prior to the expiry date, enclosing all documentation and the prevailing annual fee. Upon receipt of fully completed form and payment in full the permit will be posted out within 14 days.

### **What happens if I change my vehicle?**

You should apply for a permit for your new vehicle and hand in your old permit. The old residents/business permit cannot be used on your new vehicle. (Please note this does not apply to visitor permit, this can be used on any vehicle visiting the property where the visitor permit has been issued.) Please ensure that your permit does not fall into the hands of a non-resident, when you sell your vehicle. The administration charge is waived providing the old permit is handed in. You will need to provide the Vehicle Registration Documents for the new vehicle, if this is not available then you can supply a valid insurance certificate and new keeper supplement or sales invoice. At change over time there may be a period when vehicle and permit have different registration marks. Please let the parking office know so the Civil Enforcement Officer can be informed as to what is happening.

### **What do I do if I change my residence/business address?**

If you change your address you must notify the Parking Office immediately. Your permit must also be handed in if you move outside the area of the scheme. A part refund of 50% of the annual fee will be authorised for payment upon receipt of the old permit if it is less than 6 months old. If you do not return the permit, you will be breaking the rules of the Residents Permit scheme and committing an offence.

### **Duplicate Permits**

If your permit is lost or destroyed or stolen then you should apply to the Parking Office for a duplicate and cancellation of the original permit. You will have to complete an application form and supply the required evidence for the permit type. If your permit becomes faded or defaced, hand it in to the Parking Office for a replacement. An administration charge of £10.00 applies; if your permit is stolen and a crime number can be produced the fee will be waived. Any vehicle displaying a cancelled permit is liable to be issued with a Penalty Charge Notice and, if appropriate, details may be passed to the Police.

### **Suspending a Parking Place**

The Council can temporarily suspend the whole or part of a parking place for certain special reasons. Signs will be put up to show when a parking place is suspended. If on a special occasion (e.g. a wedding or funeral) you will need additional parking space outside your house you should apply for the parking place to be suspended. Full details should be supplied and your application should be made as early as possible. Residents cannot park on a suspended parking place unless they have the permission of the Council.

## If people visit me regularly can they park in the Residents' Parking Place?

Yes. If they visit during control times repeat use can be made of a visitor's pass. Permits are, however, not to be used for commuter purposes.

The Council will be issuing visitor permits to the property occupant, upon application and payment. It will be the responsibility of the occupant of the property to issue their visitor(s) a permit.

## Who will enforce the residents' parking scheme?

The Council's Civil Enforcement Officers will patrol the residents' parking zone and issue Penalty Charge Notices to vehicles that appear to contravene the regulations. This applies to both the inspection of permits and the compliance with yellow line restrictions.

The scheme makes the following contraventions:-

- a. Parking in a residents' parking place at any time between 8am and 6pm without displaying a valid residents/business/all zone or visitors permit.
- b. Parking in a suspended parking place without special permission.
- c. Obtaining a permit by false statement.
- d. Selling from a vehicle in a residents' parking place.
- e. Failing to hand in a permit if the permit holder
  - Moves out of the area of the scheme.
  - Ceases to own a vehicle for which a permit has been issued.
  - Alters, defaces or misuses a permit.
  - Receives a notice from the Council asking for it to be handed in.

The above is a general description of the main offences. For full details and particulars of the other offences created you should refer to the traffic regulation order under which the scheme was made. Copies of the order can be obtained from the Council on payment of the appropriate fee.

The scheme is designed to provide residents/businesses with special facilities, which would not normally be available. For both legal and practical reasons the requirements regarding the display of permits are absolutely necessary for the scheme to be successful. The Council is anxious that residents should not be inconvenienced so please comply with all the requirements of the scheme. This will not only assist the Civil Enforcement Officers, but will also avoid annoyance and possible resentment. If you wish to query any action taken by a Civil Enforcement Officer please contact the Parking Office.

The Council are not in a position to ensure the availability of any specific or any parking place at all.

## What are the penalties for breaking the rules?

Civil Enforcement Officers will fix a Penalty Charge Notice (pcn) to the vehicle. These notices first came to Stockton in September 2005. They can vary in value. The initial penalty charge is either £70.00 or £50.00 depending upon the contravention, but an early payment discount of 50% is available if paid within 14 days. If it is left unpaid and action is required by the Council (to include obtaining registered keeper details, sending further notices out) it can increase by 50%. Court costs add another £5 before any unpaid notice is passed to the Council's Bailiffs who are permitted to add on their costs. A right of appeal does exist at various stages, even on the day the notice is issued.

## Further Information

These guidance notes are quite lengthy but if there is any concern you have or if further explanation is required then please contact the Parking Office, Gloucester House, 72 Church Road, Stockton-on-Tees TS18 1TW, or telephone 01642 528499.