

Guidance Notes and Application Form for: Non-Resident Landlord's Parking Permits

Please read these notes carefully before completing the application form.

Telephone enquiries: 0300 123 2224

Email: parking@somerset.gov.uk

1 Eligibility and Costs for Non-Resident Landlord's Parking Permits		
1a	What are Non-Resident Landlord's Permits?	<p>Non-Resident Landlord's Permits allow Landlords who own a property/ies within a Resident Parking Zone(s) to park in the(se) zone(s), whilst visiting the(ir) property/ies.</p> <p>The permit is not valid in Car Parks.</p> <p>Permits are available for one zone, up to three zones, and all zones in any one District.</p> <p>The permit is valid for one specific vehicle at a time, however up to two Vehicle Registration Marks can be shown on the same permit.</p>
1b	Who can apply?	<p>Landlords who need to park in one or more Resident's Parking Zone can apply to Somerset County Council for a permit.</p> <p>The Landlord must be able to provide evidence that they own a rental property in each zone applied for.</p> <p>The Landlord is not eligible to apply for a Non-Resident Landlord's Permit in any Zone that they reside.</p>
1c	How do I apply?	<p>Complete this application form and send it with your cheque and relevant evidence documents.</p> <p>(Proof is required that the Landlord owns property/ies in the relevant Resident's Parking Zone i.e. Council Tax Bill and proof that the vehicle/s belong to them or are registered at their home address i.e. V5 document.)</p>

1d	How long does the process take?	<p>Permits will be posted to you within five working days of receipt of a valid application.</p> <p>You can choose the start date for the permit/s providing it is at least five working days after the date you post the form.</p> <p>Please note that Non-Resident Landlord's Permits and annual renewals must be applied for by post.</p>						
1e	How much does it cost?	<p>An annual Non-Resident Landlord Permit costs:</p> <table data-bbox="799 730 1414 837"> <tr> <td>One Zone in a District</td> <td>£150</td> </tr> <tr> <td>Up to three zones in a District</td> <td>£300</td> </tr> <tr> <td>All zones in a District</td> <td>£600</td> </tr> </table>	One Zone in a District	£150	Up to three zones in a District	£300	All zones in a District	£600
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2. Renewals, Replacements and Change of Details

2a	Renewing your permit	<p>A reminder will be sent to renew your permit four weeks before your permit's expiry date. All permits have to be renewed annually. Permits expire on the date printed on them. You can apply to renew a permit up to one month prior to the expiry date. There is no period of grace between expiry and renewal. For renewals we only require proof of continued ownership of the rental property provided the vehicle registration mark remains the same. If you change your vehicle or rental property address you will have to return your permit and apply for a replacement.</p>
2b	What happens if I no longer require the permit?	Permits can be returned for a pro-rata refund of any remaining full months.
2c	What happens if I lose the permit?	Please contact us for a replacement permit, a £10 admin fee will be charged for this service.
2b	What happens if I change my vehicle?	Please write to us with a copy of your new V5 document and your current permit and we will issue an updated permit free of charge.



Parking Permits

Application Form for Non-Resident Landlord's Parking Permits

Use this form for an initial application or a renewal of a Non-Resident Landlord's Parking Permits

Please read the **Guidance Notes** carefully before completing the **Application Form**

<p>Your Details</p> <p>Full name: Mr/Mrs/Miss/Ms.....</p> <p>Home Address:.....</p> <p>.....</p> <p>Postcode:.....</p> <p>Rental Property Address 1:.....</p> <p>.....</p> <p>Postcode:.....</p> <p>Rental Property Address 2:.....</p> <p>.....</p> <p>Postcode:.....</p> <p><i>Continue on a separate sheet if necessary.</i></p> <p>Tel:Home..... Business:.....</p> <p>Email address.....</p>	<p>Office Use Only</p> <p>Residency Verified</p> <p><input type="checkbox"/></p>
<p>Vehicle(s) Details:</p> <p>Registration Number(s) 1 <input type="text"/></p> <p>2 <input type="text"/></p> <p>Please note a maximum of two vehicle registration numbers per permit)</p>	<p>Ownership Verified</p> <p><input type="checkbox"/></p>
<p>Permit Details</p> <p>Have you had a permit before and wish to renew it: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give permit number(s):</p> <p><input type="text"/> <input type="text"/></p>	



<p>Non-Resident Landlord's Parking Permits (Please tick required permit/s):</p> <p>One Zone in a District £150 <input type="checkbox"/></p> <p>Up to three zones in a District £300 <input type="checkbox"/></p> <p>All zones in a District £600 <input type="checkbox"/></p> <p>Requested start date of permit/s.....</p>	
<p>Payment.</p> <p>Please tick box to confirm your cheque or postal order, made payable to Somerset County Council, is enclosed. <input type="checkbox"/></p> <p>Please do not send any cash by post.</p>	<p>Payment Verified</p> <p><input type="checkbox"/></p>
<p>Declaration.</p> <p>I declare that I am the landlord of the property/ies listed on this application which are located within Resident Parking Zone(s). I also declare that my home address is not located within a Resident's parking Zone.</p> <p>I understand that if the information is not correct, or the conditions of use are contravened, Somerset County Council has the power to withdraw the permit without refund.</p> <p>I also understand that a charge of £10 will be made for a replacement permit and if you were cease to own/use any vehicle for which a permit has been issued; I must return the permit to the address below for an appropriate refund.</p> <p>Signature Date</p> <p>Position in Business</p> <p>Contacts Contact: Somerset Parking Partnership Address: Somerset County Council, County Hall, Taunton, TA1 4DY Email: parking@somerset.gov.uk Contact Number: 0300 123 2224 Opening Hours (To speak to an advisor about a penalty notice or a parking permit): Monday to Friday 9am to 5pm, Saturday and Sunday closed.</p> <p>Photocopies of supporting documents are required. <u>PLEASE DO NOT SEND ORIGINAL DOCUMENTS.</u> Permits will be posted to you within five working days of receipt of the permit application and payment.</p>	<p>Declaration Signed</p> <p><input type="checkbox"/></p>