



Pembrokeshire County Council Parking Permits

Parking@pembrokeshire.gov.uk

Application Form for:

Resident Permits ☐

Visitor Permits ☐

Change of Vehicle Permits ☐

Your Details

Full name: Mr/Mrs/Miss/Ms.....

Address:.....
.....

Post Code:.....

Tel: Home.....

Mobile.....

Email address:.....

Application for Resident Parking Scheme you are applying for.....
Please fill in the relevant box below

Annual Resident Parking Permit

Vehicle Details:

Vehicle Registration No.....

Make.....

Model.....

Year of Manufacture.....

To be submitted with every application form:

- Copy of mot certificate (if applicable)
- Copy of proof of residency
- Copy of insurance certificate
- Payment of £40

Visitor Permit - £30 per week (or part of)

Vehicle Details:

Vehicle Registration No.....

Dates of Stay:

From..... To.....

Property Details:
.....
.....

To be submitted with every application form:

- Copy of booking confirmation
- Payment to cover duration of stay

Change of Vehicle

Vehicle Details:

Vehicle Registration No.....

Make.....

Model.....

Year of Manufacture.....

To be submitted with every application form:

- Copy of new mot certificate (if applicable)
- Copy of new insurance certificate
- Payment of £12.50

Old permit must be surrendered before new permit will be issued.

Payment Method (please tick appropriate)

☐ Cash ☐ Cheque ☐ Credit/Debit Card

TOTAL COST £.....

****If you wish to pay by Credit/Debit Card you need to submit your application form and documents. Once they have been verified we will contact you for payment****

Cheques should be made payable to Pembrokeshire County Council

NOTES:

- Please note the Authority accepts no responsibility for the loss of any original documents sent by post.
- Permits will not be issued until payment is received.

Conditions of Residents Parking Permit

1. Permits are restricted to one vehicle per property including any self contained flat or business paying council tax. The permit will also contain details of the scheme it is valid for and the expiry date.
2. The permit will allow you to compete for a space in the resident parking scheme specified on the permit. It will not allow parking on single or double yellow lines, or in bays set aside for other users (i.e. disabled, taxi) nor resident parking in other streets.
3. A valid permit must be displayed in the front windscreen of your vehicle when parked in resident parking places. No other note or receipt is acceptable and you may be issued with a penalty charge notice.
4. An application received part way through the 12 month period will still incur the full fee. Charges will be reviewed in line with inflation.
5. The permit shall be surrendered should you i) cease to be a resident within the area, ii) require the issue of a replacement permit. A charge of £12.50 shall be levied for the issue of a replacement permit.
6. Permits are normally issued by post following receipt of a completed application together with the necessary fee and evidence of insurance and MOT certificate (where applicable) and proof of residency. Please ensure you allow 10-14 days for permits to be issued.
7. 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 application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, please contact Parking Services on 01437 764551.
8. Eligibility for a permit is subject to the qualifying property being located within the road or scheme area specified above.

I wish to apply for a permit and can confirm the accuracy of the above information. I fully understand the terms of issue of the permit as detailed.

Signed: _____ **Date:** _____

OFFICE USE:

- a) Proof of residency
- c) Motor insurance inspected
- e) Date permit issued

- b) Receipt for fee issued
- d) MOT certificate inspected

Receipt No:

Permit No:
