

Resident On-Street Parking Permit Terms and Conditions

Please read and agree Mole Valley District Council's (MVDC) permit terms and conditions before submitting your application.

Terms and Conditions

1. The permit must be displayed in the front windscreen of the vehicle so that it is clearly visible at all times.
2. Reminders regarding renewal of permits will not be sent.
3. A permit does not guarantee a parking space.
4. MVDC reserves the right to refuse issue of a permit.
5. Failure to display a valid permit will result in a Penalty Charge Notice being issued.
6. On-Street parking permits are only valid in the permit zone specified. They are not valid in MVDC Off-Street car parks.
7. **Qualifying Criteria** - To qualify for an On-Street parking permit:
 - a. Your usual place of residence must be on one of the roads covered by the resident On-Street permit scheme. If you do not regularly live at the property then you do not qualify for a permit irrespective of your interest in the property; and
 - b. You either own or keep and have sole use of a vehicle. The vehicle must be registered to your address at point 6(a).
8. Proof of Residency will need to be provided with all Resident on-street parking permit applications. Acceptable proof of residency documents may include:
 - a. A recent utility bill no more than 3 months old (electricity, gas, landline phone, water bill)
 - b. A copy of your current Council Tax Bill
 - c. Benefit Book and/or Rent Book
 - d. Photocard or Full Driver's Licence

(Photocopies of the above will be accepted)
9. Proof of vehicle ownership will need to be provided with all Resident On-Street parking permit Applications. Acceptable proof of vehicle ownership documents include:
 - a. The vehicle registration document (V5) showing your name and address
 - b. A letter on headed paper from your employer stating the vehicle details, registration and that you have full time use of this company vehicle at the permit address
 - c. A copy of copy of the vehicle lease/ hire agreement showing your name, address and vehicle details

- d. An insurance certificate or schedule showing your name, address and vehicle details

Photocopies of the above will be accepted. Any documents presented must show that the vehicle is registered to the address for which the permit is being applied for

10. Failure to provide correct documentation may result in a delay the issue of the permit.
11. **Change of Vehicle** - If you change your vehicle, please return your permit to Parking Services, Pippbrook, Dorking, RH4 1SJ together with proof of new vehicle ownership, where applicable. An admin fee of £15 will be payable to issue the replacement permit,
12. On-Street Resident parking permits are valid for a period of 12 months from the month of purchase.
13. Permits can be allocated for up to two specific vehicles. To ensure permits are not misused only one permit will be issued which can be shared between the two vehicles stated.
14. You can have a maximum of two permits per household, unless you live on Gravel Hill where only one permit will be issued to each household. Individual postal addresses are generally regarded as separate households. Legally divided houses or flats, with self contained kitchens and bathrooms are also considered to be separate households. A group of people using shared facilities or a group of people in a bed-sit arrangement is defined as one household.
15. Visitor permits can be purchased, please refer to the reverse of the permits for conditions of use.
16. A permit holder shall surrender a permit on the occurrence of any of the following events:
 - a. The permit holder ceases to be a resident or occupier under the terms of 6(a) above
 - b. The permit holder ceases to own or use the vehicle in respect of which the permit was issued
 - c. The issue of a replacement permit by the Council
- d. The revocation of the designation of parking places to which the permit relates or the occurrence of any of the events listed in clause 16 below.
17. MVDC reserves the right to cancel a parking permit at any time subject to giving the permit holder seven days written notice. Where MVDC cancels a parking permit a pro-rata refund for the remaining full months of the permit will be made. Where a permit is cancelled because of fraud or misuse the permit holder will not be eligible for a refund.
18. The permit may only be used for vehicles licensed as private or goods vehicles.
19. Surrey County Council's current on-street traffic regulation orders apply to the use of permits. These are available upon request at Pippbrook Council Offices Dorking.
20. Exercising the right to change your mind (Consumer Rights Act 2015). You have a legal right to change your mind within 14 days of placing your order and receive a refund by letting us know in writing. If you cancel once the permit period has started, refunds can only be obtained on the full calendar months remaining. The original permit must be returned before the refund is issued.
21. MVDC does not issue permits to personal callers at Pippbrook 'while you wait'.
22. **Exclusion of Liability** - MVDC does not undertake to supervise the parking place and will not accept any liability for loss or damage to motor vehicles or their contents howsoever caused, or injury to any person howsoever such injury is caused, unless or to the extent caused by proven negligence of MVDC its representatives or agents.

23. Variation of Terms and Conditions - By applying for or purchasing any type of Permit, the resident:

- a. certifies that all the information that the Resident has given in the application process is correct;
- b. accepts the MVDC's terms and conditions as varied from time to time; and
- c. agrees to be bound by and comply with the relevant Traffic Regulation Orders which may be varied from time to time

The Council reserves the right to amend these terms and conditions, application procedures and the relevant Traffic Regulation Orders and at any time.

Data Protection and Fair Processing Notice for Forms

- a. MVDC is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form 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.
- b. The MVDC will investigate any cases of suspected fraud or misuse of the Permit. If the MVDC finds evidence of fraud or misuse it, will suspend the Permit and withdraw the facility to purchase Permits. MVDC may also cancel Permits already purchased, which may render the Vehicle owner liable to pay a penalty charge and possible Vehicle removal and storage fees. MVDC may also prosecute where they consider that fraud or intentional misuse has taken place

For information about how we handle your data, visit

www.molevalley.gov.uk/parkingpermitsprivacy