



Swale
BOROUGH COUNCIL

Residents'/Business Parking Sittingbourne



**Permit Application Form
and General Information**

A - Eligibility

1. A separate application is required for each permit. Maximum 2 permits per household/Business (maximum 2 vehicles per permit)
2. Non residents are not eligible for a permit.
3. Residents/Business Parking Permits will only be issued to persons:
 - (a) whose usual/business address lies within the residents parking zone (see note (E)+(F) overleaf and
 - (b) In the case of Business Permits a vehicle will be required to support the daily operation of the business.
 - (c) who own a passenger or goods carrying vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage.
4. The civil enforcement Office must be informed of any subsequent change of address.
5. A permit cannot be backdated but will be dated to expire 12 months from its date of issue.
6. The Permit fee payable to the Council will be £40.00 per annum for each vehicle and must accompany the completed application form. Cheques/ Postal Orders should be made payable to Swale Borough Council.
7. Application forms should be returned by post to:
Civil Enforcement Office,
Swale Borough Council,
Swale House, East Street
Sittingbourne, Kent ME10 3HT

B - Completing the application form

1. Each question on the application form must be answered fully.
 2. Enter the full name of the applicant for the parking permit and the registration number, make model and colour of the vehicle.
 3. If your name and address does not appear on the Swale Borough Council Electoral Roll, evidence must be provided of your residence at the address given (a driving licence, vehicle registration document tenancy agreement or Council Tax letter is usually sufficient, only photo copies should be sent by post). If you have not yet moved to the address given on the application form then please give your present address, the date that you will be moving and enclose official confirmation of the new address.
 8. For renewal of permits by telephone call 01795 417850 (option 1). Please have vehicle details and existing permit number together with credit\debit card details ready.
- Seven days should be allowed for the issue renewal of a permit.

C - Conditions of use

1. Each permit will be issued with a protective cover and must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front near side of the vehicle. The vehicle is liable to a Penalty Charge until the permit is clearly displayed.
2. A permit is only valid for the specific vehicle described on the application form and on the permit. A maximum of 2 vehicles can share a single permit but only 1 vehicle at a time will use the permit.
3. A resident must be the registered keeper of the motor vehicle to which the application and permit relate and the vehicle must be registered to the current address within the Zone, enclose a copy of the Vehicle Registration document. However he/she may be issued with a permit for a vehicle supplied by his/ her employer but only if the application is accompanied by a letter on Company headed notepaper from the Employer, confirming that the applicant has exclusive use of the vehicle, a delay will occur in the issue of a permit until these documents are received.
4. A permit will enable the holder to park in any vacant Permitted On Street Parking Space within the Zone to which the permit relates, as indicated by the letter of the zone which appears on the permit and is repeated on the signs controlling the permitted parking spaces. These spaces are indicated by white carriageway markings and all 4 wheels of the vehicle must be located within the parking bay.
5. The hours of operation of the Zone are as shown on the Zone Time plate, subject to any parking bay suspensions that may be made from time to time.
6. A permit will not enable a holder to park in permitted parking spaces controlled by Pay & Display Only signs, limited waiting or by signs displaying a different Zone to that which appears on the holders permit or yellow line waiting restrictions.
7. A permit does not reserve to the holder the right to park outside his/her home/ business or guarantee the availability of a parking space.
8. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
9. Permits are not transferable from one person to another or from one vehicle to another.
10. A new permit must be obtained in the event of a change of vehicle and will be issued free of charge for the unexpired period of the original permit, subject to one change in any one permit period, additional

changes will be subject to a charge of £10. Any change of vehicle must be notified immediately to the civil enforcement office who will then advise the procedure for obtaining a replacement permit.

11. If a permit is lost, stolen or destroyed, the permit holder shall notify the Council immediately and the permit shall cease to be valid. An application form for the issue of a replacement permit will be sent on request. A permit will be issued for the unexpired period of the original permit and an administration charge of £10.00 will be made.
12. The onus to renew the permit on its expiry rests with the holder.

D - Warning

1. A person shall be guilty of an offence who, with intent to deceive:
 - (a) forges, or alters, or uses, or lends to or allows to be used by any other person, a Residents'/ Business Parking Permit.
 - (b) makes or has in his/her possession any document so closely resembling any such Residents'/ Business Parking Permit as to be calculated to deceive.
 - (c) knowingly makes a false statement for the purpose of obtaining a Residents'/ Business Parking Permit.

The Council reserves the right to withhold or withdraw a permit.

E - Residential Qualifications

The definition of a "resident" for the purpose of obtaining a Residents' Parking Permit, is a person whose usual place of abode is within any street in the appropriate Zone.

Sittingbourne - Zone SA Residential

Arthur Street

Barkers Court

Chalkwell Road (odds 133-195 & evens 128-144)

Frederick Street

Gibson Street

Hawthorn Road

Laburnum Place

London Road (nos. 2-14)

Sittingbourne - Zone SB Residential

Addington Road

Albany Road (Odd nos.19-45, even nos. 2-98

Plus School House and School Court)

Anselm Close

Belmont Road

Burley Road

Connaught Road

Epps Road

London Road (Odd nos. 1-21, even nos.16-34)

Nativity Close

Park Road (Odd nos. 5-165, even nos. 2-176)

Rock Road

Ufton Lane (up to no. 155 plus Excelsior

House, King Arthur Court and Knights Court)

Unity Street

Valenciennes Road

William Street

RESIDENTS'/ BUSINESS PARKING PERMIT - APPLICATION FORM

Please read the attached information carefully before completing this form.

The form must be completed and signed by registered owner.

APPLICANT INFORMATION

1. Name in full
(Mr/Mrs/Miss/Ms)

2. Address within
controlled
parking zone

3. Postcode

4. Daytime Tel No

5. When did you/
will you move to
the above address?

6. Present address
if different from
above

VEHICLE DETAILS

	1	2
7. Registration No.	<input type="text"/>	<input type="text"/>

8. Existing Permit No. (if any)	<input type="text"/>	<input type="text"/>
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9. Vehicle Make/ Model	<input type="text"/>	<input type="text"/>
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10. Vehicle Colour	<input type="text"/>	<input type="text"/>
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11. Permit
Commencement
Date

12. I OWN/USE (delete as applicable) the above mentioned vehicle.

Please continue overleaf

TEAR HERE

RESIDENTS'/ BUSINESS PARKING PERMIT - APPLICATION FORM

Continued

I enclose a cheque/postal order for the sum of **£40.00** made payable to **SWALE BOROUGH COUNCIL. PLEASE DEBIT:** Credit/Debit card

Card No.

Start Date

Expiry Date

Switch Issue No.

Security Code

(Last three numbers on back of card along the signature strip)

I declare that I have read, and agree to abide by the terms and conditions governing the issue and use of Residents'/ Business Parking Permits in the Borough of Swale.

In making this application I understand that authorised Officers of the Council may check the statements made in this application against the Electoral Roll and/or with the Driver and Vehicle Licencing Centre.

SIGNED

DATE

Please ensure - that you have answered the questions fully
- enclosed a cheque or postal order
- signed in the space above
- enclosed a copy of the Vehicle Registration Document (this must show current address within the zone as proof of ownership). If it is a company vehicle please refer to clauses B3 and C3 in this leaflet.

FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN A DELAY IN ISSUING THE PERMIT

Return to: Civil Enforcement Office, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent ME10 3HT

1. Date Rec.	
2. Ch/Ca/PO/CR Card	
3. Zone	
4. Supporting Docs.	
5. Date Iss.	
6. Permit No.	
7. Comm Date:	
8. Visitors Permit	

F - Business Permits

The definition of a “Business” for the purpose of obtaining a Business Parking Permit is a business within any of the following streets.

Sittingbourne - Zone SA Business

As per Zone SA Residential

Sittingbourne - Zone SB Business

As per Zone SB Residential, including London Road 1, 13 & 15 only and West Street nos. 2, 23, 25, 53, 71 only.

G - Visitors Permits

Visitor Permits can be purchased by residents in books of 10 from the Civil Enforcement Office at Swale House, Sittingbourne. Proof of residency will be required. Business premises are not entitled to purchase visitor permits.

How we collect and use information

We will use the information you have given to process your permit. By law, we may check the information you have provided against other information we already have to make sure the information is accurate. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud.

We may also share this information with other bodies responsible for

auditing or administering public funds for these purposes. We will not give information about you to anyone else, unless the law allows us to.

Swale Borough Council is a data controller for the purpose of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask for the Data Protection Officer of Swale Borough Council.

Copies of this document are available
on the council website
www.swale.gov.uk.

If you would like further information,
more copies or alternative versions
(i.e. large print, audio, different
language) we will do our best to
accommodate your request please
contact:

Customer Services,
Phone: 01795 417850
Email: csc@swale.gov.uk