

## TERMS AND CONDITIONS FOR CITY CENTRE RESIDENTS DIGITAL PARKING PERMIT

### A. YOUR APPLICATION

Before submitting your application on-line, please ensure that you can prove with documents your residency within the boundaries of the Controlled Parking Zone (CPZ), and being in charge of a vehicle which is normally kept or registered in the CPZ.

When submitting your application please ensure that you supply the required documentary proof.

If there are **multiple residents** (including spouses, partners, joint tenants and lodgers) at the same address, each of them requires a parking permit to enable parking their vehicle in the Controlled Parking Zone and each of them must make a separate application. A city centre residents parking permit costs £80 a year.

Please note that your personal information will be held and used in accordance with the requirements of the GDPR AND DPA 2018. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate. This may include sharing your information with other bodies responsible for auditing or administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

Documentary proof of residency. Customers should provide proof of residency such as a valid Council Tax reference number, tenancy agreement for the property when applying for a permit. If you do not have any of the documents specified, you may submit other documents that you believe to be demonstrating your residency at the address, along with an explanation as to why the specified documents are not available.

Documents about your vehicle. Customer should include a vehicle registration document (V5) or the current Motor Insurance Document. Only the documents specified can be accepted. These documents must show your name and address (postcode) in the CPZ. No other document relating to your vehicle can be valid for the purposes of this application.

**Remember: it is your duty under law to notify DVLA and your motor insurance company immediately about any changes to your address.**

If you are using a company vehicle for private purposes and rely on a letter from the company, you do not have to

supply DVLA or insurance documents. If you are able to produce a letter from the Company addressed to the Council, stating that you are allowed to use the vehicle for private purposes (e.g. commuting), and including particulars of the company such as its registered office and contact information.

If you have recently moved and are still awaiting the DVLA or insurance documents, you will be able to apply for a Temporary permit valid for 2 weeks as a transitory measure, provided that you can prove your residency within the CPZ boundaries.

Students at educational establishments anywhere in Hull are exempt from the requirement to have their vehicle registered or insured at an address within the CPZ, provided that they supply a letter from their educational establishment confirming their student status and course start / end dates.

The Council will endeavour to process your online application within 2 working days from the date of submission. If we are unable to accept your application, you will be provided with an explanation why.

Your application and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any documents uploaded and notes about their contents may continue to be held in computerised databases of the Council.

### B. YOUR PERMIT

Your Residents Parking Permit will be valid once approved. The permit will be issued as a virtual permit through an electronic record (MiPermit) and no paper receipts will be issued.

An active residents' permit will make the vehicle exempt from the pay and display charges and any maximum waiting time restrictions in any on-street parking place within the boundaries of the CITY CENTRE CPZ. i.e. you will be able to park indefinitely without charge within an on street pay and display parking place

From April 2016 your permit will also be valid within George Street, Osborne Street and Pryme Street multi storey car parks. These car parks are open from 7am to 7pm Monday to Saturday. Out of hours access can be arranged via the Parking Department, tel 01482 614 862.

Without additional cost your permit will be valid within Albion Street car park and Francis Street car park daily after 4pm and before 10am daily.

Failure to have an active permit may result in a Penalty Charge Notice (PCN) being issued to your vehicle.

A residents' parking permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

A residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available on-street parking space within the CPZ for longer than it is generally permitted for motorists. All permits are valid for a fixed period and can be renewed on-line or by telephone application to the Council's administrative provider: MiPermit. It is the responsibility of the resident in whose name permit was issued, to renew the permit in a timely manner.

Please note that due to limited on-street parking space in CITY CENTRE CPZ, visitors parking permits of any kind are not available. Your visitors are expected to use alternative medium and long term off-street parking facilities.

The permit is only valid whilst you remain a resident in the CPZ. If you move away, you must notify us on-line or by telephone application to the Council's administrative provider: MiPermit as soon as reasonably possible.

Any unused months will be refunded at £5 per complete unused month.

The permit is only issued to one individual registration number. It remains the resident's responsibility to ensure the vehicle registration number is correctly inputted and any vehicle changes updated. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice which may not be cancelled. You can go on-line or telephone the Council's administrative provider: MiPermit to change your customer details or alter permit data at no extra cost (i.e. change of car).

**Obtaining or possessing a permit through false or fraudulent information, including the sale or transfer of permits, will invalidate the permit(s) and no refund of any payment will be made. Anyone identified may have their future household permit entitlement reviewed also this matter may be referred for further possible legal action.**

**Hull City Council reserve the right to refuse or withdraw a permit at any time. Terms and Conditions can be subject to change with a 28 day notice period.**

## TERMS AND CONDITIONS FOR CITY CENTRE RESIDENTS PAPER PARKING PERMIT

### A. YOUR APPLICATION

Before submitting your application, please ensure that you can prove with documents your residency within the boundaries of the CITY CENTRE Controlled Parking Zone (CPZ), and being in charge of a vehicle which is normally kept or registered in the CPZ.

Your application can be made in person at one of our libraries. You can call 01482 210 000 to make an appointment in one of our libraries.

When attending your appointment at the library please ensure that you supply the required documentary proof as you will be asked to produce it for verification purposes.

If there are **multiple residents** (including spouses, partners, joint tenants and lodgers) at the same address, each of them requires a parking permit to enable parking their vehicle in the Controlled Parking Zone and each of them must make a separate application. A city centre residents parking permit costs £80 a year.

Please note that your personal information will be held and used in accordance with the requirements of the GDPR AND DPA 2018. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate.

This may include sharing your information with other bodies responsible for auditing or administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

Documentary proof of residency. Customers should provide proof of residency such as a valid Council Tax reference number, tenancy agreement for the property when applying for a permit. If you do not have any of the documents specified, you may submit other documents that you believe to be demonstrating your residency at the address, along with an explanation as to why the specified documents are not available.

Documents about your vehicle. Customers should provide a vehicle registration document (V5) or the current Motor Insurance Document. Only the documents specified can be accepted. These documents must show your name and address (postcode) in the CPZ. No other document relating to your vehicle can be valid for the purposes of this application.

**Remember: it is your duty under law to notify DVLA and your motor insurance company immediately about any changes to your address.**

If you are using a company vehicle for private purposes and rely on a letter from the company, you do not have to supply DVLA or insurance documents as above. You should produce a letter from the Company addressed to the Council, stating that you are allowed to use the vehicle for private purposes (e.g. commuting), and including particulars of the company such as its registered office and contact information.

If you have recently moved and are still awaiting the DVLA or insurance documents, you will be able to apply for a Temporary permit valid for 2 weeks as a transitory measure, provided that you can prove your residency within the CPZ boundaries.

Students at educational establishments anywhere in Hull are exempt from the requirement to have their vehicle registered or insured at an address within the CPZ, provided that they supply a letter from their educational establishment confirming their student status and course start / end dates.

The Council will endeavour to process your application and post your exemption permit to your address within 5 working days from the date of receipt. If we are unable to accept your application, you will be provided with an explanation why.

Your application and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any photocopies of your documents will be destroyed upon the issue of your permit, although notes about their contents may continue to be held in computerised databases of the Council.

### B. YOUR PERMIT

Your parking exemption permit will only be valid when displayed clearly and continuously on the vehicle it was issued for. The permit must be on view with all information available for checking.

A valid residents' permit correctly on display in the vehicle will make it exempt from pay and display charges and any maximum waiting time restrictions in any on-street parking place within the boundaries of the CITY CENTRE CPZ. i.e. you will be able to park indefinitely without charge within an on street pay and display parking place

From April 2016 your permit will also be valid within George Street, Osborne Street and Pryme Street multi storey car parks. These car parks are open from 7am to 7pm Monday to Saturday. Out of hours access can be arranged via the Parking Department, tel 01482 614 862.

Without additional cost your permit will be valid within Albion Street car park and Francis Street car park daily after 4pm and before 10am daily.

A residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available parking space as listed above.

Failure to display your permit may result in a Penalty Charge Notice (PCN) being issued to your vehicle. It will not be a valid defence against such penalty charge to claim that you were in fact granted an exemption permit from the Council.

A residents' exemption permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

Please note that due to limited on-street parking space in CITY CENTRE CPZ, visitors parking permits of any kind are not available. Your visitors are expected to use alternative medium and long term off-street parking facilities.

All permits are valid for a 12 month period. It is the responsibility of the resident in whose name the permit was issued to make an application for its renewal in a timely manner by using such prescribed form as may be specified by the Council.

The permit is only valid whilst you remain resident in the CPZ. If you move away, you must hand it back to the Council as soon as reasonably possible.

If you change your vehicle, you are entitled to a free replacement of your permit provided that you bring the original permit back to the Council.

A replacement charge will be payable for any permit that is lost, damaged or tampered with.

Any unused months will be refunded at £5 per complete unused month

**Obtaining or possessing a permit through false or fraudulent information, including the sale or transfer of permits, will invalidate the permit(s) and no refund of any payment will be made. Anyone identified may have their future household permit entitlement reviewed**

also this matter may be referred for further possible legal action.

Hull City Council reserve the right to refuse or withdraw a permit at any time. Terms and Conditions can be subject to change with a 28 day notice period.