

APPLICATION FORM

RESIDENTS PARKING PERMIT

Sandwich Zone J

Application is made for:-

Residents permit: £ :

Vehicle Registration No(s): 1 2
 Make/Model: 1 2

Visitors permits: at £1 each (maximum 20) £ :

TOTAL £ :

Renewal New Applicant Lost/Replacement Change of Vehicle

Enclosed is a cheque/postal order* payable to **Dover District Council** or
 Please debit my MASTERCARD/VISA/SWITCH/DELTA* account with the sum of: £ :

My Credit/Debit Card number is: Expiry date:
 Name on Card (block capitals) Issue No. Valid from:

*Please delete as appropriate

Full name:	
Address:	
Post Code:	Telephone Number:
I hereby agree to abide by the Conditions of Use as specified in the current Traffic Order.	
Signature:	Date:

Documents Required:

Please enclose a photocopy of, or bring with you, the following:-

- Vehicle registration document for the vehicle for which you wish to obtain the permit.
- Proof of residence within the zone (e.g. Council Tax bill/rent book/utilities account)

Permit Available from:

By Post:- Parking Services, Dover Town Hall, Biggin Street, Dover, Kent CT16 1HQ (this office is not open for personal callers)

In Person:- Sandwich Area Office, The Guildhall, Sandwich CT13 9AH (Tuesday & Thursday 9.00am - 12.30pm and 1.30pm - 4.30pm)

For official use only:-

Car registration document checked	Proof of residence checked
Parking permit number issued:	Visitors permits issued:
Amount paid:	Receipt number:
Date sent:	Code K4030 94507 PB031

THE SCHEME

Residents parking schemes are available in some areas of Deal, Dover and Sandwich to assist residents and their visitors to park on the street close to their homes.

Parking bays marked on the street permit parking between 8.30 a.m. and 5.30 p.m. for the times and days shown on the signs in that area. A vehicle displaying a valid resident or visitor permit may be parked without time limit in a marked bay within the zone for which the permit is purchased.

Disabled drivers displaying a valid blue badge may park in a marked bay on-street without time limit and for up to 3 hours in the named car parks.

Please remember the purchase of a permit does not guarantee a space and does not allow parking on yellow lines or in pay and display areas on-street.

Who can purchase a Permit?

You must reside at one of the following addresses to be eligible to purchase a Resident or Visitor Parking Permit for Zone J Sandwich

- Austin Lane
- Bell Lane
- Bowling Street
- Cattle Market
- Church Street
- Cottage Row
- Delf Street
- Fisher Street
- Fishergate
- Galliard Street
- Guildcourt Lane
- Harnet Street
- High Street
- Holy Ghost Alley
- King Street
- Knightrider Street
- Loop Court Mews
- Loop Street
- Market Street
- Millwall Place
- Moat Sole
- New Street
- No Name Street
- Paradise Row
- Potter Street
- Quay Lane
- Ropewalk
- Sandown Road
- School Lane
- Seven Post Alley
- Short Street
- St. Peters Street
- Strand Street
- Tannery
- The Bulwark
- The Butchery
- The Chain
- Three Kings Yard
- Upper Strand Street
- Vicarage Lane
- Whitefriars Meadow
- Whitefriars Way

Where can I park?

The Resident or Visitor Parking Permit for Zone J Sandwich is valid in the limited waiting bays, specifically signed to show that Zone J permit holders can park without time limit. Please be aware your permit is not valid in all limited waiting parking bays. There are limited waiting bays in the following roads and as shown on the map overleaf:-

- Delf Street
- Fisher Street
- Harnet Street
- High Street
- Knightrider Street
- Millwall Place
- Moat Sole
- New Street
- Sandown Road
- Strand Street
- The Quay
- Upper Strand Street

And in the following Car Parks:

- The Quay - P1
- The Guildhall - P2
- Gazen Salts - P3

This permit is not valid for parking in the pay and display parking bays in Market Street and New Street.

Cost

- Resident Parking Permit: £60 per annum.
- Visitor Parking Permit: £1 per permit for 1 day use (Maximum 20 per household per annum)

Further information: Telephone Helpline 01304 872459
 9.00 a.m - 5.00 p.m Monday to Friday

Please carefully read the conditions of use

The information contained in this application will only be used for the purposes of administering and monitoring the Residents Permit Schemes and will not be disclosed to a third party except law enforcement agencies.

CONDITIONS OF USE

Resident's Parking Permit

1. The permit is valid for a twelve-month period from the first of the month in which the permit is issued, except in the case of renewals.
2. A completed application form, verifying documents and fee is to be presented at the time of application.
3. Permits are only available for motor cars, motorcycles (with or without sidecar) and light vans not exceeding 3500 kgs. in weight.
4. If two registration numbers appear on the one permit, it must be safely secured to the windscreen of whichever vehicle is being used, as the permit is valid for use in one vehicle at any given time. Any Penalty Charge Notices issued for non-display will not be cancelled.
5. When the permit is in use, it must be clearly displayed on the inside surface of the front windscreen, so that it can easily be seen from the front of the vehicle at all times. In the case of a motorcycle or any vehicle without a windscreen the permit should be securely displayed on the front of the vehicle, facing forwards.
6. The permit can only be replaced in the case of loss, destruction, defacing or through a change of vehicle. An administrative charge of £5 is payable for a replacement permit.
7. Any contravention of the conditions of the Traffic Order (which is available for inspection during working hours at the Council's local offices) will render the permit invalid and the permit will be withdrawn.
8. The purchase of a permit does not guarantee the availability of a parking space, but will exempt the vehicle from the time restriction within the zone for which the permit has been issued.
9. The permit does not entitle the vehicle to be parked on yellow line restrictions or in pay and display areas on-street.
10. Refunds will be given on surrender of a permit at a rate of one twelfth of the annual cost for each complete calendar month remaining.
11. Only one Resident Zone J permit can be issued per household. The Off-Street Parking Permit and Gazen Salts Parking Permit are available for subsequent vehicles.

Visitor's Permits

1. The number of visitor's permits is restricted to a maximum of 20 per annum, per household.
2. Visitor's permits must be completed with vehicle registration number in ink and appropriate year, month and date panels scratched off. Visitor permits are only available for use on the date stated on the permit.
3. Visitor's permits must be clearly displayed on the inside surface of the front windscreen, or on the dashboard, so that it can easily be seen from the front of the vehicle at all times. In the case of a motorcycle, or any vehicle without a windscreen, the permit should be securely displayed on the front of the vehicle, facing forwards.
4. The purchase of a permit does not guarantee the availability of a parking space, but will exempt the vehicle from the time restriction within the zone for which the permit has been issued.
5. The permit does not entitle the vehicle to be parked on yellow lines or in the pay and display parking areas in Market Street and New Street.
6. Any contravention of these conditions will result in the withdrawal of any unused visitor's permits issued to that household.