Residents Parking Permit Application Guidance (please use this to help you fill in the application form)



Please complete the following parts:

- 1. YOUR DETAILS We need your personal details to process your application
- 2. PERMITS Only fill in this part if you want to apply for a permit for a vehicle
- **3. VISITOR VOUCHERS** Only fill in this part if you want to apply for visitor vouchers
- 4. SPECIAL PERMITS Only fill in this part if you want to apply for a special permit
- **5. COSTS** Use this part to calculate the cost of your application
- 6. TOTAL COST Fill in the total cost of your application
 Please telephone 01226 772649 to make a payment by debit or credit card
- 7. METHOD OF PAYMENT Tell us how you have paid and the receipt number you were given
- **8. DECLARATION AGREEMENT** Please read this carefully, signing and dating to confirm that you understand the agreement

YOU WILL NEED THE FOLLOWING SUPPORTING DOCUMENTS

RESIDENTS PERMITS		BUSINESS PERMITS	
Proof of Residency: (One of)		Proof of Residency: (One of)	
Current Council Tax Bill		Current Non Domestic Rates Bill	
Utility Bill (Gas, Electric or Water)		Business Tenancy Agreement	
Tenancy Agreement or Rent Book		Business Utility Bill (Gas, Electric or Water)	
Bank Statement or Driving Licence		Business Bank Statement	
AND		Charitable Status Documentation	
Proof of Entitlement to Drive Vehicle:		AND	
Vehicle Registration Certificate (V5) – page 2 or		Proof of Entitlement to Drive Vehicle:	
Valid Insurance Certificate (not the schedule)		Valid Insurance Certificate clearly showing that the	
AND Company Letter (If company Car)		vehicle is used for business purposes AND	
VISITOR VOUCHERS		If employee, copy of current business liability	
Proof of Residency: (One of)		insurance certificate listing employee's name or copy	
Current Council Tax Bill		of recent payslip AND	
Tenancy Agreement or Rent Book		If employee, letter on company headed paper	
Utility Bill (Gas, Electric or Water)		confirming that the vehicle is used for official business	
Bank Statement or Driving Licence		purposes	
SPECIAL PERMITS FOR ORGANISATIONAL OR VOLUNTARY CARE			
Proof of Residency (One of) required for	Pro	Proof of organisational care provided:	
both organisational and voluntary care:	Letter from Care Service Provider		
Current Council Tax Bill	Proof that voluntary care is required:		
Tenancy Agreement or Rent Book	Letter from DWP confirming you receive a Higher Rate		
Utility Bill (Gas, Electric or Water)	Mobility or Disability/Attendance Allowance		
Bank Statement or Driving Licence	Let	Letter from NHS or health professional confirming your	
	con	condition	

All other information and the terms and conditions of the scheme can be found in the Permit Information Sheet which you can download from our website at <u>www.barnsley.gov.uk/roads-street-parking-permits</u> or by contacting us as follows:

residentsparking@barnsley.gov.uk

Tel: 01226 772649 Monday to Friday 9am to 1pm and 2pm to 4pm Barnsley MBC, Resident's Parking, Operational Support Team, PO Box 634, Barnsley S70 9GG