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Version 6.5 April 2022
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# BARNLSLEY

## Metropolitan Borough Council

### Resident's Parking Permit Application Form

#### Instructions for completion:

- You **MUST** complete **Part 1**.
- Only complete **Part 2** if you require an annual permit for a vehicle(s)
- Only complete **Part 3** if you require Visitor Vouchers
- Only complete **Part 4** if you require a Special Permit
- Use **Part 5** to calculate the cost of your application and write the cost of your application in **Part 6**
- Please confirm your method of payment in **Part 7**
- You **MUST** sign the declaration in **Part 8**
- All applications require a Proof of Residency document – PLEASE SEND PHOTOCOPIES ONLY, do not send originals as the Council is not liable for the loss of or damage to original documents**
  - Resident Permits require Proof of Residency **and one additional proof** - page 2 of the V5 Vehicle Registration Certificate or valid Insurance Certificate showing the applicant(s) as a named driver(s) for the vehicle for in which the permit is to be displayed.
  - Business Permits require Proof of Business Residency **and** page 2 of the V5 Vehicle Registration Certificate or valid insurance certificate showing the applicant as a named driver for the vehicle for which the permit is to be displayed in.
  - Visitor Vouchers require Proof of Residency
  - Special Permits require Proof of Residency **and** a letter from the Service Provider
- If you require assistance completing this form please contact **01226 772649**
- Please ensure you have made the correct payment, enclosed the correct documents, and return this form in the business reply envelope provided or send to:**

Barnsley MBC, Resident's Parking,

Operational Support Team, PO Box 634, Barnsley, S70 9GG

**PAYMENTS BY DEBIT / CREDIT CARD CAN BE MADE BY TELEPHONE ON 01226 772649**

(Please note that no refund can be given)

**PLEASE SEE PAGE 4 FOR A FULL LIST OF ACCEPTABLE DOCUMENTATION**

If you need help understanding this document please contact us on 01226 772649

Nëse j'u nevojitet ndihmë për të kuptuar këtë dokument, j'u lutemi n'a kontakttoni.

若您需要幫助來理解本檔，請與我們聯繫。

यदि आप को इस दस्तावेज को समझने के लिए सहायता की आवश्यकता है तो कृपया हम से संपर्क करें

Jezeli potrzebujesz pomocy w zrozumieniu tego dokumentu skontaktuj się z nami

ਜੇਕਰ ਇਸ ਦਸਤਾਵੇਜ਼ ਨੂੰ ਸਮਝਣ ਲਈ ਤੁਹਾਨੂੰ ਮਦਦ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ

Обратитесь к нам, если для того, чтобы понять этот документ, вам нужна помощь

اگر آپ کو اس دستاویز کو سمجھنے کیلئے مدد کی ضرورت ہے تو براہ کرم ہم سے رابطہ کریں

## CHECK LIST

**HAVE YOU..... please tick all that apply**

- completed your details
- selected which permit(s) you require
- completed your vehicle details
- enclosed relevant documentation
- calculated your charges
- paid for your permit(s) and/or vouchers?

**YOU CAN NOW PAY BY DEBIT/CREDIT CARD**

- Signed the form

**PART 1. YOUR DETAILS**

Title:  Forename:  Surname:

Date of Birth:

Email Address:

Address: House number:  House Name / Flat Number:

Street Name:

Telephone: Daytime:  Evening:

Name of Business: (If Applicable)

Are you a new resident at this address?  If YES Please Tick Date moved in:

**PART 2. PERMITS REQUIRED**

I HAVE PROVIDED (please tick referring to list of acceptable documents on page 4):

PROOF OF RESIDENCY AND

ACCEPTED ADDITIONAL DOCUMENTATION FOR EACH VEHICLE

**1<sup>st</sup> Permit**

Please Tick

If replacement – please state reason (i.e. lost, stolen, damaged, faded or replacement vehicle)

Registration:

Vehicle colour:

Make:

Model:

PLEASE BE AWARE IF ANOTHER 1<sup>ST</sup> PERMIT ALREADY EXISTS AT THIS ADDRESS IT WILL AUTOMATICALLY BE MADE VOID ON COMPLETION OF THIS APPLICATION

**2<sup>nd</sup> Permit**

Please Tick

If replacement – please state reason (i.e. lost, stolen, damaged, faded or replacement vehicle)

Registration:

Vehicle colour:

Make:

Model:

PLEASE BE AWARE, IF ANOTHER 2<sup>ND</sup> PERMIT ALREADY EXISTS AT THIS ADDRESS IT WILL AUTOMATICALLY BE MADE VOID ON COMPLETION OF THIS APPLICATION

**PART 3. VISITOR VOUCHERS**

I HAVE PROVIDED (please tick referring to list of acceptable documents on page 4):

PROOF OF RESIDENCY

Number of Booklets required

(Maximum of two booklets per household)

**PART 4. SPECIAL PERMITS**

I HAVE PROVIDED (please tick referring to list of acceptable documents on page 4):

PROOF OF RESIDENCY AND

LETTER FROM CARE ORGANISATION (IF NOT BMBC)

**Special Permit**

Please Tick

If you receive care from an organisation you may apply for a Special Permit that your carer(s) may use whilst providing the care service.

Care provided by:  BMBC Social Services

Please Tick

Or: Other Organisation (Please state)

If not BMBC Social Services, please enclose a letter from your care provider confirming you receive regular care and how often they attend

IF YOUR CARE IS PROVIDED ON A VOLUNTARY BASIS, YOU CAN APPLY FOR A VOLUNTARY CARERS PERMIT. PLEASE CONTACT RESIDENT'S PARKING ON 01226 772649 TO REQUEST THE APPLICATION FORM

**PART 5. SCHEDULE OF CHARGES****Residential Permits****Business Permits**

1 <sup>st</sup> Permit	£26.00		£39.00
2 <sup>nd</sup> Permit	£52.00		£77.50
Resident Replacement Permit	£10.00		n/a
Business Replacement Permit	n/a		£ 10.00
Special Permit	Free of Charge		n/a
Visitor Voucher Books	£12.50 per Booklet		£12.50 per Booklet

**PART 6. TOTAL COST OF PERMITS**

£

**PART 7. METHOD OF PAYMENT**Debit /Credit Card payments **only**  
by telephone on **01226 772649** Please TickRECEIPT NO: 

- You must now return your completed application form with supporting documents.
- Please note that cash, cheques and postal orders are no longer accepted as payment for permits/vouchers
- Failure to make the correct payment before submitting your application will delay the issue of your permit(s)/vouchers
- Parking Permits are not subject to VAT

**PART 8. DECLARATION AGREEMENT**

- I hereby declare that my normal place of abode / business premise is at the address shown over
- I understand that it is the responsibility of the householder to inform the Council of any changes to personal circumstances including changes to address e.g. moving out of a Resident's Parking Zone, changes to vehicle and or registration number, or the death of a permit holder where a partner remains resident at the address.
- I wish to apply for Resident's/Business Permit(s) in respect of the vehicle(s) specified in this application and/or I wish to apply for a book(s) of Visitor Voucher permits.
- I certify that I will only issue my Visitor Voucher permits to drivers who are visiting me at the address shown over or where special circumstances have been authorised by the Council.
- I understand that any permit(s) issued to me by the Council is(are) for the vehicle(s) and address over and that such issue and any subsequent issue of a permit is conditional on my surrendering to the Council the said permit in the event of any of the following;
  - My ceasing to be a resident / business owner of the address over.
  - My ceasing to be eligible to drive the vehicle specified over.
  - Upon the issue to me of a duplicate/replacement permit.
- I understand that any suspected abuse of permits and/or Visitor Vouchers issued to myself will be investigated and may result in my permit and/or Visitor Voucher entitlement being withdrawn and/or the issue of a Penalty Charge Notice.
- Any person knowingly making a false statement for the purpose of obtaining a parking permit commits an offence under Section 115(2) of the Road Traffic Regulation Act, 1984 and will be liable to a substantial fine.
- The personal information you provide on this application form will be used by the Council for parking permit purposes. By signing this application form you are consenting to our processing this data for the purpose of issuing residents, business and visitors parking permits. Your information will be processed in accordance with the principles of the Data Protection Act 2018 and GDPR.
- BMBC is required under **the Part 6 of the Local Audit and Accountability Act 2014** to participate in the National Fraud Initiative (NFI) data matching exercise. In order to protect public funds we advise that the information you have provided on this form **will be shared with the Cabinet Office** for the prevention and detection of fraud. Further details can be obtained on the Council's website at <http://www.barnsley.gov.uk> Further details can be obtained on the Council's website at <http://www.barnsley.gov.uk>

I confirm that I have read the Parking Permit Information Sheet and declare that to the best of my knowledge all the details included on this application form are correct.

Applicant's Signature: Date: **Completed Application forms should be sent to:**

Barnsley MBC  
Resident's Parking  
PO Box 634, Barnsley, S70 9GG

**If you have any questions you can contact us on:**

☎ 01226 772649  
✉ [residentparking@barnsley.gov.uk](mailto:residentparking@barnsley.gov.uk)

**What happens now?**

- Once your application form is received by the Council this will be thoroughly checked.
- If there are any issues or queries you will be contacted either by telephone or letter.
- Once your application is approved, your permit(s) will be despatched as soon as possible.
- If you have submitted any original documentation these will be returned to you with your permit(s).

**FOR OFFICE USE ONLY**

Entered to AT	<input type="checkbox"/>	_____
1 <sup>st</sup> Permit Issued	<input type="checkbox"/>	_____
2 <sup>nd</sup> Permit Issued	<input type="checkbox"/>	_____
Special Permit Issued	<input type="checkbox"/>	_____
Visitor Vouchers Issued	<input type="checkbox"/>	_____
Complete	<input type="checkbox"/>	_____

# Other information

- The operational days and times are clearly displayed on the street. Please only use your permit(s) and/or visitor vouchers to park in the zone for which they are valid for.
- Any vehicle parked in the marked bays must clearly display a valid permit or visitor voucher.
- Vehicles not clearly displaying a valid permit or visitor voucher may be issued with a Penalty Charge Notice.
- Blue Badges are not valid in the marked bays during the operational hours.
- Caravans, trailers and vehicles exceeding gross weight of 3.5 tonnes are not permitted to park in the marked bays during the operational hours.
- Exemptions apply to emergency services, doctors on call and vehicles working on the highway.
- Permits are valid for one year, and shortly before the permit is due to expire you will be contacted with the option of renewing.
- A maximum of two permits will be allowed per household. If you require additional permits you need to make a separate application. Please contact us for further details.
- Visitor vouchers must only be issued to genuine visitors to your property unless in special circumstances previously authorised by the Council.
- Visitor vouchers are valid for one vehicle for one day. Your visitor must scratch off the correct day, date, and month and clearly write in the registration number in the box provided.
- Additional visitor voucher booklets are available on request; a maximum of two booklets will be issued at any one time. You should telephone the Resident's Parking on 01226 772649 and pay using your debit/credit card.

**Full details of the terms and conditions of the scheme are held in the Permit Information Sheet. To obtain a copy please contact the Technical Support Team or download a copy from our website found at**

**[www.barnsley.gov.uk/roads-street-parking-permits](http://www.barnsley.gov.uk/roads-street-parking-permits)**

**Barnsley MBC  
Resident's Parking  
Operational Support Team  
PO Box 634  
Barnsley S70 9GG**

**Tel: 01226 772649 Monday to Friday 9am to 1pm and 2pm to 4pm**

**[residentparking@barnsley.gov.uk](mailto:residentparking@barnsley.gov.uk)**

## **ACCEPTABLE DOCUMENTATION - PLEASE DO NOT SEND ORIGINAL DOCUMENTS**

### **RESIDENTS**

#### **Proof of Residency: (One of)**

Current Council Tax Bill  
Tenancy Agreement or Rent Book  
Utility Bill (Gas, Electric or Water)  
Bank Statement or Driving Licence

**PLUS**

#### **Accepted Additional Documentation:**

Vehicle Registration Certificate (V5) – page 2 or  
Valid Insurance Certificate (not the schedule) **AND**  
Company Letter (If company Car)

### **BUSINESS**

#### **Proof of Residency: (One of)**

Current Non Domestic Rates Bill  
Business Tenancy Agreement  
Business Utility Bill (Gas, Electric or Water)  
Business Bank Statement  
Charitable Status Documentation

**PLUS**

#### **Accepted Additional Documentation:**

Valid Insurance Certificate clearly showing that the  
vehicle is used for business purposes **AND**  
If employee, copy of current business liability insurance  
certificate listing employee's name or copy of recent  
payslip **AND**  
If employee, letter on company headed paper confirming  
that the vehicle is used for official business purposes

**PLEASE ENSURE THAT ANY DOCUMENTATION YOU SUPPLY IN RELATION TO PROOF OF RESIDENCY CONTAINS YOUR NAME / BUSINESS NAME AND ADDRESS AND IS DATED WITHIN THE LAST 3 MONTHS.**