

## 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
<b>Proof of Residency: (One of)</b> Current Council Tax Bill Utility Bill (Gas, Electric or Water) Tenancy Agreement or Rent Book Bank Statement or Driving Licence <b>AND</b> <b>Proof of Entitlement to Drive Vehicle:</b> Vehicle Registration Certificate (V5) – page 2 or Valid Insurance Certificate (not the schedule) <b>AND</b> Company Letter (If company Car)	<b>Proof of Residency: (One of)</b> Current Non Domestic Rates Bill Business Tenancy Agreement Business Utility Bill (Gas, Electric or Water) Business Bank Statement Charitable Status Documentation <b>AND</b> <b>Proof of Entitlement to Drive Vehicle:</b> Valid Insurance Certificate clearly showing that the vehicle is used for business purposes <b>AND</b> If employee, copy of current business liability insurance certificate listing employee’s name or copy of recent payslip <b>AND</b> If employee, letter on company headed paper confirming that the vehicle is used for official business purposes
VISITOR VOUCHERS	
<b>Proof of Residency: (One of)</b> Current Council Tax Bill Tenancy Agreement or Rent Book Utility Bill (Gas, Electric or Water) Bank Statement or Driving Licence	
SPECIAL PERMITS FOR ORGANISATIONAL OR VOLUNTARY CARE	
<b>Proof of Residency (One of) required for both organisational and voluntary care:</b> Current Council Tax Bill Tenancy Agreement or Rent Book Utility Bill (Gas, Electric or Water) Bank Statement or Driving Licence	<b>Proof of organisational care provided:</b> Letter from Care Service Provider
	<b>Proof that voluntary care is required:</b> Letter from DWP confirming you receive a Higher Rate Mobility or Disability/Attendance Allowance Letter from NHS or health professional confirming your 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 [www.barnsley.gov.uk/roads-street-parking-permits](http://www.barnsley.gov.uk/roads-street-parking-permits) or by contacting us as follows:

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