



## Parking Permit Rules AND Permit Application Form

The Parking Permits allow the vehicle displaying it to park in a marked space or on the roads but not on pavements or on white lines or crosshatchings. Signs have been erected to indicate restricted parking. A permit **MUST** be displayed when parking on Trust land.

A permit is not needed if a vehicle is parked in a garage or on your own driveway. Parking on someone else's driveway or blocking it in anyway without permission is an offence of trespass.

Parking anywhere in the Garage compounds is **not** permitted except in the 6 marked bays at the lower end of Leyburn Gardens where parking with a permit is permitted.

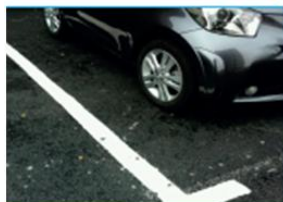
The Proprietor must provide one Car Registration Number and a copy of the proof of the vehicle being linked to an address on the estate (See form below). Untaxed vehicles must not be parked on any part of the Trust land.

Each proprietor can have a maximum of **one** resident and **one** visitor permit.

Replacements of Lost or damaged permits will be charged.

The **do's & don'ts** are shown below:

### Examples of **correctly** (✓) parked vehicles are as follows:



Parking in a Bay on Trust land ✓



Parking in own Garage and or on own drive (permit not required) ✓



Displaying valid permit on Trust land ✓

### Examples of **incorrectly** (✗) parked vehicles are as follows:



Tyres on Curb ✗



On a white line on a curb ✗



On Cross hatchings ✗



On others entrances ✗



Outside garages on trust land ✗

- Legislation requiring the displaying of a tax disc has changed, however vehicles must still have a valid road fund licence and be fully taxed.



Any residents receiving a Parking Charge Notice (PCN) must follow the process detailed at the back of the PCN, and contact UK Car Park Management (CPM) directly. They follow an appeals process, and are members of the British Parking Association (BPA) and Independent Parking Committee (IPC).

**Please ensure you display a valid parking permit; registration of a vehicle with the estate's agents is not sufficient to avoid a PCN, as the vehicle could be parked on a white line, a bend or over the complement of a "fair use" policy on Parking.** We all need to be fair to our fellow residents with the number of vehicles we park on the estate.

**Residents permits (not visitors) should not be simply placed on the dashboard, but should be affixed to the windscreen by using the adhesive holder supplied with the permit. At no time should the permit number not be visible as this allows CPM to identify if a cancelled permit is being used. If the number is not visible, a PCN will be issued.**

Ensuring a permit is visible on the dashboard is the same as when a Pay & Display voucher is used in street parking around the borough. It is your responsibility to ensure this is displayed properly to identify it as a vehicle that is in line with the scheme's rules.

If you think you have received a parking charge notice in error, you must contact UK Car Park Management and comply with the regulations immediately to avoid receiving further parking charge notices. Their enquiries/appeals process is described in full at the back of the parking charge notice, further information is available at [www.uk-carparkmanagement.co.uk/appeals-centre](http://www.uk-carparkmanagement.co.uk/appeals-centre)

If you need to apply for a permit, please contact UK Car Park Management:

Telephone: 0845 463 5050

Email: [permits@uk-cpm.com](mailto:permits@uk-cpm.com)



## APPLICATION FOR PARKING PERMITS - To be returned to:

Email: [permits@uk-cpm.com](mailto:permits@uk-cpm.com)

Post: Permit Department, UK CPM, PO Box 3114, Lancing, BN15 5BR

Fax: 0845 463 5055

To be submitted with your Garden Rate Payment or after it has been deposited at the Bank.

### Applicant – Permit 1 (Resident)

I, {Name of Proprietor}:

Of {Insert address}:

Post Code:  Contact Number:

\*Type of Permit: **Resident**  |

*(Please complete below)*

Registration Number:  Make:

Model:  Colour:

*\*Please provide documentation for proof of resident permit i.e. Registration document/Lease/Company Car agreement and valid road tax.*

### Applicant – Permit 2 (Visitor)

I, {Name of Proprietor}:

Of {Insert address}:

Post Code:  Contact Number:

\*Type of Permit: | **Visitor**

apply for a Parking Permit(s) registered to the above address, and enclose a copy of the Vehicle registration confirming the address is at an address on the Turnpike Hill Trust estate.

Signed \_\_\_\_\_ Date: \_\_\_\_\_



**N.B.** Permits will be issued to the registered correspondence address of the proprietor or their accredited agent. The proprietor will be responsible at all times for ensuring that permits are supplied to their tenants (where applicable) and that permits are used in accordance with the regulations. Copying of permits is strictly prohibited.

UK Car Park Management Ltd or The Managing Agent will ***NOT*** deal with parking permits queries and enquiries from anyone other than the registered proprietor or their accredited Agent.

Address to which permits should be sent if not an estate address:

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\_\_\_\_\_ Postcode: \_\_\_\_\_

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## Office Use Only

### Application 1 (Residents Permit)

Permit Number:

Date Issued:  Expiry Date:

Cost: FREE  Replacement (£20)

Car Documents Provided: Yes  No  N/A

### Application 2 (Visitor Permit)

Permit Number:

Date Issued:  Expiry Date:

Cost: FREE  Replacement (£20)

Processed By: ..... Date Posted: .....

Comments: