

Southampton City Council fact sheet



Zone 1 (Polygon)

Guidance on entitlement

1) Who Is Entitled To A Resident's Parking Permit?

- a) Subject to other conditions, any resident who keeps and uses a passenger vehicle, adapted to carry not more than 8 passengers excluding the driver (not drawing a trailer) and no more than 5 metres in length.
- b) Any resident who keeps and uses a goods vehicle of up to 3.5 tonnes maximum gross weight, not drawing a trailer.
- c) Any resident who keeps and uses a Motor Cycle with fewer than 3 wheels of which the weight unladen does not exceed 410 kilograms.

2) Flats and shared accommodation

Occupiers of flats and shared accommodation may have to check to establish whether or not they have an official and separate address.

Our contact details can be found at the end of this sheet.

3) Properties built or subdivided since March 2001

Any properties built or subdivided under planning permissions granted since March 2001 are affected by policies restricting the level of parking and do not qualify for permits of any sort under the scheme.

4) If I have off street parking, will I be entitled to a permit?

You are not entitled to a resident's parking permit in this zone if you have off street parking.

5) How many permits can I have?

Permits are restricted to a maximum of 1 per official postal address. A resident may only have one permit in their name at any time with the exception of residents who keep and use both a car and motorcycle, where a permit may be issued for each.

There are 100 second residents' permits available to qualifying addresses in this zone. These will be issued on a first come, first served basis. Any resident wishing to apply for an extra permit will need to place their name on a waiting list (see 'Where do I apply?' part 22).

Guidance for parking in a resident's parking zone

6) Where can I park?

The illustrations below are examples only. Always check the signs in the local area for information about parking restrictions.



a) **Permit holder bays.** Residents' vehicles correctly displaying a valid resident's permit or valid visitor's permit can park in permit holder bays.



b) **Limited waiting bays with permit parking.** Residents' vehicles correctly displaying a valid resident's permit or valid visitor's permit can park in limited waiting bays/permit holder bays for longer than the maximum time.



c) **Limited waiting bays.** Please be aware that some limited waiting bays do not allow parking for vehicles displaying a resident's permit.

d) **A permit is not valid** on yellow lines, in disabled persons' bays or in zones other than indicated on the permit. The resident's parking scheme does not guarantee you a space in front of your property.

Important: Always check the signs for information about parking restrictions.

7) When do restrictions apply in this zone?

The parking restrictions apply between 8.00am and 6.00pm Monday to Saturday.

(Other zones may vary, check the local plates when parking)

8) When don't restrictions apply in this zone?

Outside the above hours, on a Sunday and on public and bank holidays the resident's parking is not controlled.

(Other zones may vary, check the local plates when parking)

9) Can I park with a disabled person's Blue Badge?

If you are a valid blue badge holder and your badge is displayed correctly, you can park in the limited waiting bays or the pay and display bays for as long as you wish.

Guidance for visitor's parking

10) Visitor's parking permits (scratch cards)

Visitors' permits (scratch cards) are limited and the maximum number that will be issued to an address in any 12 month period (from the date of issue) is 60 permits (6 books of 10 permits). Residents may apply for any number of books up to the maximum of 6 per residential property.

For shorter visits your visitors can make use of the limited waiting bays if available.

11) The Annual Visitor's parking permit

An Annual Visitor's permit is limited to one per residential property in any 12 month period (from the date of issue). The permit may only be used for parking vehicles within a distance of 250m of the permit holding household.

The permit may only be used for a maximum stay of 8 hours including limited waiting periods, if the stay is longer than 8 hours, scratch card visitors' permits should be used.

For visits of more than six consecutive days, applicants should notify the Council in writing of this requirement, confirming that the permit is only being used for purpose of visiting the household.

The issue and re-issue of Annual Visitor permits is entirely at the Council's discretion and may be limited in zones where there is a shortage of available on-street parking for residents.

12) How do I obtain Visitors' permits?

You need to complete the Resident's permit Zones 1 to 12 and 16 application form and produce one of the documents as detailed below.

Guidance on applying for permits

All permits will be dated from the 1st of the Month in which they are issued except for temporary permits which are valid from the date of issue for the stated period.

13) How do I apply for a permit?

You need to complete the Resident's permit Zones 1 to 12 and 16 application form, and produce the documents as detailed below.

14) What documents do I need to obtain a permit?

a. Annual Visitors' permits and scratch cards:

1) A proof of residence in your name and showing the address for which you are applying for the permit, dated within the last three months.

b. Three month Temporary Resident's Permit:

1) A proof of residence in your name and showing the address for which you are applying for the permit, dated within the last three months if available.

- 2) A valid certificate of motor insurance or cover note
- 3) Proof of ownership of vehicle (Normally issued whilst awaiting return of vehicle registration document from the DVLA following change of keeper/ address details)

c. 12 month Resident's Permit:

If you are the registered keeper:

- 1) A proof of residence in your name and showing the address for which you are applying for the permit, dated within the last three months
- 2) A valid certificate of motor insurance which must also be in your name and show the address for which you are applying for the permit.
- 3) Vehicle Registration Document V5 (V5C) which must also be in your name and show the address for which you are applying for the permit

If you are not the registered keeper:

- 1) A proof of residence in your name and showing the address for which you are applying for the permit, dated within the last three months
- 2) A legible copy of a valid certificate of motor insurance
- 3) A legible copy of the vehicle registration document V5 (V5C)

And:

• For Company or lease Vehicles (including Taxis)

A letter of authorisation from your employer, on company headed paper, confirming that you are the main driver. This letter must also give details of the vehicle make, model, colour and registration mark.

• For Student Applicants

A letter from the registered keeper, authorising you to use the vehicle. This letter must also give details of the vehicle make, model, colour and registration mark. (A letter of acknowledgement will be sent to the registered keeper of the vehicle confirming that a Resident's Permit has been issued.)

Further information for students can be found on our website at:
<http://www.southampton.gov.uk/parking> student parking

15) Examples of Proof of Residence documents which are acceptable:

The document must relate to the address at which you are applying for the permit

- Council tax bill (this must be addressed and relate to the property at which you are applying for the permit)
- Council / Housing association rent books
- Solicitor's completion letter
- Tenancy agreement from letting agency
- Dated bank correspondence
- Building society statement / letter
- Utility bill (electric, gas, telephone (not mobile phone), water rates)
- Credit card statements
- Catalogue statements
- DWP correspondence

16) Is there a charge for permits?

Charges apply for both resident permits and visitors' permits please see the Resident's permit Zones 1 to 12 and 16 application form.

Guidance on other types of permits

17) What if I have Builders, Plumbers etc who want to park?

You can allow trades people, such as builders, plumbers, electricians etc. carrying out work at your address to use your visitors' permits or they can purchase a 2 week business permit. This will allow them to park in a permit holder parking bay (see Where can I park?).

If they do not display a permit on their vehicle they must comply with the parking regulations.

They will need to complete the Business parking permit application form.

18) If I have a Business in the area, where can I park?

Unfortunately we are unable to grant business permits in this zone.

19) Essential Visitors' permits

An Essential Visitor's permit may be issued to an eligible resident in need of regular essential visits to provide care in the home.

You need to complete an Essential Visitor's permit application form.

20) Where do I apply?

Gateway
One Guildhall Square
Southampton
SO14 7FP

or you can telephone on:
023 8083 3008

Gateway opening times are:

Monday, Tuesday, Friday 8:30am - 5:30pm
Wednesday 9:30am - 5:30pm
Thursday 8:30am - 7:00pm

Please note Gateway is closed on all statutory bank holidays and weekends.

Contact Name

Parking Services
PO Box 1098
Southampton
SO14 7WE
023 8083 3008
parking.services@southampton.gov.uk

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