

## Guidance Notes and Application Form for Resident Permits, Visitor Permits and Visitor Scratchcards for Somerset (excluding Minehead)

**To apply online please visit: [www.somerset.gov.uk/onlinepermits](http://www.somerset.gov.uk/onlinepermits)**

**Please read these notes carefully before completing the application form.**

Telephone enquiries: 0333 999 8889

Email: [Somerset@parkingenquiry.co.uk](mailto:Somerset@parkingenquiry.co.uk)

1 Eligibility and Costs, Resident Permits		
1a	Am I eligible to apply for a permit?	<p>Residents whose usual place of residence is at a postal address within the Resident Parking Zone, as defined in the relevant Traffic Regulation Order, are eligible to apply.</p> <p>Resident status can be proved with current Council Tax demands, rent books, tenancy agreements or fixed utility bills. Only one is required.</p>
1b	How many Resident Permits can I apply for?	<p>Each household is entitled to a maximum of two Resident Permits, subject to resident status being proved. A resident household is defined as a single property with its own liability for Council Tax. Properties where facilities are shared still qualify but only for the basic number of permits, irrespective of how many people live there.</p> <p>The entitlement of two permits is reduced to one for properties with an off-road parking space (including garages) of a minimum size of 5m x 2.5m. Such a space does not need to be within the boundary of the postal address.</p>
1c	What vehicles can Resident Permits be used on?	<p>Vehicles that are allowed to park within the Zone using Resident Permits are passenger vehicles and light goods vehicles (not exceeding 3.5 tonnes laden weight, 2.3m high and 5.3m long).</p> <p>Vehicles must be registered to the resident at the address within the Zone. The Vehicle Registration Document is proof of this.</p>
1d	What if I don't own the vehicle?	<p>If the Vehicle Registration Document is not in your name you must provide a signed letter from the registered keeper confirming that you are the <b>sole user</b> of the vehicle.</p> <p>If the vehicle is registered under a company name you must provide a letter on the company headed notepaper confirming that you are an employee and <b>sole user</b> of the vehicle.</p> <p>If the vehicle is a leased car then, as well as the other documents, you will need to provide a letter from the leasing company confirming that the car is leased to you/your employer.</p>
1e	Is there a concession for disabled drivers?	<p>Residents with both a vehicle and Blue Badge registered to them at the address will be able to have the first Resident Permit at no cost.</p>

1f	What are the costs?	<ul style="list-style-type: none"> <li>- The first Resident Permit costs £60</li> <li>- The second Resident Permit costs £100</li> </ul>
1g	Are there any discounts?	<p>The permit cost is discounted for low emission vehicles as follows:-</p> <ul style="list-style-type: none"> <li>- Vehicles falling within Vehicle Excise Duty Band A at the time of application – 100% discount</li> <li>- Vehicles falling within Vehicle Excise Band B at the time of application – 50% discount.</li> <li>- A discount is available only on a first permit application.</li> </ul>
<b>Visitor Permits and Scratchcards</b>		
1h	Am I eligible to apply?	<p>Residents whose usual place of residence is at a postal address within the Resident Parking Zone, as defined in the relevant Traffic Regulation Order are eligible to apply for Visitor Permits and Scratchcards.</p> <p>Resident status can be proved with current Council Tax demands, rent books, tenancy agreements or fixed utility bills. Only one is required.</p>
1i	What vehicles can Visitor Permits be used on?	Vehicles that are allowed to park within the Zone using Visitor Permits are passenger vehicles and light goods vehicles (not exceeding 3.5 tonnes laden weight, 2.3m high and 5.3m long).
1j	What if I don't own a car?	Residents who do not own a car have the same Visitor Permit and Scratchcard entitlements as those who do.
1k	How many Visitor Permits and Scratchcards can I apply for?	A household is entitled to buy one Visitor Permit and a maximum of 100 Visitor Scratchcards per year.
1l	What vehicles can Visitor Permits and Scratchcards be used on?	<p>Visitor Permits and Scratchcards can be used on any vehicle whose driver is visiting the premises.</p> <p>It is a contravention to use a Visitor Permit or Scratchcard on any vehicle registered at the address of the applicant.</p>
1m	What are the costs?	<ul style="list-style-type: none"> <li>- A Visitor Permit costs £60</li> <li>- Visitor Scratchcards are sold in sheets of 5, with a minimum purchase of 2 sheets for £3. A maximum of 20 sheets can be bought in any one year.</li> </ul>
<b>2. How to display the scratchcard or permit</b>		
2a	Resident Permit	<p>A Resident Permit is vehicle specific. It is issued with a self-adhesive plastic wallet and must be displayed inside the front windscreen of the vehicle at all times when the vehicle is parked within the Zone.</p> <p>The permit must be clearly visible and readable from outside of the vehicle.</p> <p>It is a contravention of the Traffic Regulation Order to fail to display a permit when it is required to do so.</p>
2b	Visitor Permit	<p>A Visitor Permit shows the first line of the address of the property to which it is registered. It is issued with a self-adhesive plastic wallet and must be displayed inside the front windscreen of the vehicle at all times the vehicle is parked within the Zone during a visit. The permit must be clearly visible and readable from outside of the vehicle.</p> <p>It is a contravention of the Traffic Regulation Order to fail to display a permit when it is required to do so.</p>

	Visitor Scratchcard	<p>A Visitor Scratchcard is an alternative to the Visitor Permit. It must be displayed in the front windscreen of the vehicle at all times the vehicle is parked within the zone on the day of use.</p> <p>The day and date of use must be scratched off and be clearly visible and readable from outside the vehicle.</p> <p>It is a contravention of the Traffic Regulation Order to fail to display a Scratchcard when it is required to do so.</p>
<b>3. Renewals, Replacements and Changes of Details</b>		
3a	When do I renew the permit?	<p>All permits have to be renewed annually. Permits expire on the date printed on them. You can apply to renew a permit up to one month prior to the expiry date. A reminder letter will be issued four weeks before the expiry date.</p> <p>For renewals we only require proof of residence so long as the vehicle registration number remains the same. If you change your vehicle or move house you will have to return your permit and apply for a replacement</p>
3b	When do Scratchcards expire?	Scratchcards not used within twelve months of purchase can be carried forward.
3c	What if I change my vehicle?	As a Resident Permit is vehicle specific you will have to return the permit and apply for a new one. There is no cost for this.
3d	What if my permit is lost, stolen or damaged?	<p>You will need to apply, with an explanatory letter, for a replacement permit. Where a permit is damaged or defaced you should return it with the application. There is a £5 administrative charge for the duplicate permit.</p> <p>If a lost or stolen permit is subsequently recovered it must be returned to the Council immediately.</p>
3e	What if I move house?	<p>If you move out of the Zone for which the permits are issued you should return them to the Council for a pro-rata refund of any complete months remaining. Refunds are only available for amounts due in excess of £10.</p> <p>If you move within the Zone for which the permits are issued you must advise the Council of your old and new addresses and your permit numbers.</p>
<b>4. What to send with the application form</b>		
4a	For Resident Permits	<ul style="list-style-type: none"> <li>- Proof of vehicle registration number and VED Tax Band</li> <li>- Proof of residence</li> <li>- Disabled Driver's Badge (if applicable)</li> <li>- Cheque or Postal Order for correct amount</li> </ul>
4b	For Visitor Permits and/or Scratchcards	<ul style="list-style-type: none"> <li>- Proof of residence</li> <li>- Cheque or Postal Order for correct amount</li> </ul>
<b>Cheques and Postal Orders must be made payable to "Somerset County Council"</b>		

**Send your application form, copies of supporting documents and payment to  
Somerset County Council, PO Box 705, Oldham, OL1 9NF**

***Permits will be posted to you within five working days of receipt of your application.***

**To apply online please visit: [www.somerset.gov.uk/onlinepermits](http://www.somerset.gov.uk/onlinepermits)**



# Parking Permits

WWW.SOMERSET.GOV.UK



## Application Form for Somerset (excluding Minehead):

**Resident Permits**

**Visitor Permits**

**Visitor Scratchcards**

Use this form for an initial application or a renewal of residents' parking permits in Somerset  
**Please read the Guidance Notes carefully before completing the Application Form**

<b>Your Details</b> Full name: Mr/Mrs/Miss/Ms ..... Address: ..... ..... Postcode: ..... Tel: Home ..... Work ..... Email address:.....	<b>Office Use Only</b>  Residency Verified <input type="checkbox"/>
<b>Resident Parking Zone (if known)</b> .....	
<b>Entitlement: Please see the Guidance Notes for eligibility criteria and costs</b>	
<b>Does your household have access to an off-road parking space (Including a garage)</b>  Measuring a minimum of 5 meters x 2.5 meters? <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>  (The Council may carry out checks to verify your answer)	
<b>Vehicle Details</b> (to be completed only if you are applying for a Residents Permit)  Registration Number(s): 1 <input type="text"/> Vehicle Emissions g/km* <input type="text"/> 2 <input type="text"/>  I confirm that this/these vehicle/s are either passenger vehicles or light goods vehicles and do not exceed 3.5 tonnes gross laden weight, 2.3m in height or 5.3m in length.  *This figure is required to prove entitlement to discount. Discount is available only for the first permit.	Ownership Verified <input type="checkbox"/>  VED Band Verified <input type="checkbox"/>
<b>Permit Details</b> Have you had a permit before and wish to renew it: <b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/> If yes, please give permit number(s): <input type="text"/> <input type="text"/> <input type="text"/>	Permit availability checked <input type="checkbox"/>



<p><b>Permits/Scratchcards applied for:</b></p> <p>Resident Permit at £0**    Yes <input type="checkbox"/>    No <input type="checkbox"/>    Amount £ .....</p> <p><i>Band A (up to 100 g/km emissions) 100% discount or Blue Badge concession</i></p> <p>Resident Permit at £30**    Yes <input type="checkbox"/>    No <input type="checkbox"/>    Amount £ .....</p> <p><i>Band B (100-110 g/km emissions) 50% discount</i></p> <p>Resident Permit at £60    Yes <input type="checkbox"/>    No <input type="checkbox"/>    Amount £ .....</p> <p>Resident Permit at £100    Yes <input type="checkbox"/>    No <input type="checkbox"/>    Amount £ .....</p> <p>Visitor Permit at £60    Yes <input type="checkbox"/>    No <input type="checkbox"/>    Amount £ .....</p> <p>Visitor Scratchcards    How many?.....    Amount £ .....</p> <p>(available in multiples of 10 for £3, up to a maximum of 100 scratchcards per year)</p> <p><b>Total Payment Amount £</b> .....</p> <p>**Discount is available only for the first permit.</p>	<p>Blue Badge Discount Verified</p> <p><input type="checkbox"/></p>
<p><b>Payment</b> Please tick box to confirm your cheque or postal order, made payable to <b>Somerset County Council</b>, is enclosed. Please do not send any cash by post. <input type="checkbox"/></p>	<p>Payment Verified</p> <p><input type="checkbox"/></p>
<p><b>Declaration</b> I declare that the postal address given is my usual place of residence and the information I have provided about the property and vehicle(s) is correct.</p> <p>I understand that if the information is not correct, or the conditions of use are contravened, Somerset County Council has the power to withdraw the permit or scratchcard without refund.</p> <p>I also understand that a <b>charge of £5</b> will be made for a replacement and that if I move from the Resident's Permit Zone or cease to own/use any vehicle for which a permit has been issued, I must return the permit to the address below for an appropriate refund.</p> <p><b>Signature</b> ..... <b>Date</b> .....</p> <p><b>Send your completed application form, supporting documents and payment to</b> Somerset County Council PO Box 705 Oldham OL1 9NF</p> <p><b>Please note:</b> Photocopies of supporting documents are preferred and will be returned if accompanied by a stamped address envelope. Permits will be posted to you within five working days of receipt of the permit application and payment.</p>	