

## **Somerset Parking Permit Terms and Conditions**

### **Eligibility**

Residents whose usual place of residence is at a postal address within the Residents' Parking area, as defined in the relevant Traffic Regulation Order, are eligible to apply for up to two annual Virtual Resident Permits, one annual Visitor Permit and up to 100 Scratchcards per year; commencing on the date the first Scratchcards are purchased.

Whilst we do not request proof of residency on application random checks will be carried out periodically and you may be asked to supply copies of relevant documents (i.e. Council Tax demand or utility bill). If these documents are not supplied, when requested, permit/s held may be cancelled.

Residents of any property that has been built or converted since the resident parking scheme they are located in came into existence are not eligible to apply for any permits.

### **Resident permits**

Each household is entitled to a maximum of two virtual 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.

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.

### **Vehicles**

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).

Vehicles held on Virtual Resident Permits must be registered to the resident at the address within the Zone.

Whilst we do not request proof of vehicle ownership on application random checks will be carried out periodically and you may be asked to supply copies of relevant documents (i.e. V5 or lease agreement). If these documents are not supplied, when requested, permit/s held may be cancelled.

### **Vehicle Ownership**

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 sole user of the vehicle.

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 sole user of the vehicle.

If the vehicle is a leased car, 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.

### **Blue Badge holders**

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. A copy of the Blue Badge will need to be uploaded on application and will be verified by Somerset County Council.

### **Costs**

- The first Resident Permit costs £60
- The second Resident Permit costs £100

### **Discounts**

The permit cost is discounted for low emission vehicles as follows:-

- Vehicles falling within Vehicle Excise Duty Band A at the time of application – 100% discount
- Vehicles falling within Vehicle Excise Band B at the time of application – 50% discount.
- A discount is available only on the first permit application.

The correct Vehicle Excise Duty Band will need to be input at application and will be verified by Somerset County Council.

### **Virtual Permits**

The Annual Resident Permits are virtual permits. As with all virtual permits, nothing needs to be displayed in the vehicle.

To manage your Resident Permits, login to the MiPermit portal and select Residents from the main menu, and select Manage Residents Permits from the sub menu.

You can select your current permit and edit the vehicle registration.

A Resident Permit can only be issued to a vehicle belonging to, or hired by, a person who is a resident within one of the Residents Parking Zones. You can enter the vehicle registration of your nominated vehicle on initial application or renewal of the permit.

### **Change of vehicle**

As a Resident Permit is vehicle specific you will need to inform MiPermit if you change your vehicle at <https://secure.mipermit.com/somerset/> 'Manage Virtual Permits' or telephone MiPermit on 0345 520 7007. There is no additional cost for this.

### **Visitor Permits**

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 one annual Visitor Permit and up to 100 Scratchcards per year. Residents who do not own a car have the same Visitor Permit and Scratchcard entitlements as those who do.

## **Vehicles**

Annual Visitor Permits and Scratchcards can be used on any vehicle whose driver is visiting the premises, except for any vehicle registered at the property.

Visitor Permits must not be sold, or given to anyone who is not visiting your property.

Abuse of your Visitor Permits may result in their cancellation.

## **Costs**

- An annual Visitor Permit costs £60
- Visitor Scratchcards cost 30p each and are sold in sheets of 5, minimum purchase 2 sheets for £3.00. Up to 20 sheets can be purchased.

## **Display of visitor permits**

Visitor Permits are 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. Failure to display a permit may result in a Penalty Charge Notice being served.

## **Renewals**

All permits have to be renewed annually. Permits expire on the date printed on them, or in the case of virtual permits on the date held on the MiPermits system.

Where an email address is held a reminder email will be sent four weeks before the expiry date to allow renewal online.

## **Change of details and lost permits**

Change of details and replacement permit requests can be managed online at <https://secure.mipermit.com/somerset/> or telephone MiPermit on 0345 520 7007 or email: [contact@mipermit.com](mailto:contact@mipermit.com) for information.

## **Change of address**

If you move out of the Zone for which the permits are issued you must advise MiPermit via <https://secure.mipermit.com/somerset/> or telephone MiPermit on 0345 520 7007 or email: [contact@mipermit.com](mailto:contact@mipermit.com). In the case of paper permits 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.

If you move within the Zone for which the permits are issued, you must advise MiPermit via <https://secure.mipermit.com/somerset/> or telephone MiPermit on 0345 520 7007 or email: [contact@mipermit.com](mailto:contact@mipermit.com).

## **Lost visitor permits**

You will need to contact MiPermit via <https://secure.mipermit.com/somerset/> or telephone MiPermit on 0345 520 7007 or email: [contact@mipermit.com](mailto:contact@mipermit.com) with an explanation, 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.

If a lost or stolen permit is subsequently recovered it must be returned to the Council immediately.

### **Outstanding Penalties**

Where an applicant for any Resident Permits has outstanding Penalty Charge Notices (i.e. not paid or unchallenged) their application may be deferred until the outstanding penalties are resolved (i.e. paid or challenged).

### **Declaration**

By ticking the box on the online application you agree:

- That the information given on the application is correct.
- That you are resident at the address supplied and/or the registered keeper of the vehicle the permit is for.
- That upon request, as part of any audit undertaken by the Council, current proof of residency and vehicle ownership will be provided
- That the Council reserves the right to cancel any permit if proof of residency/vehicle ownership/Blue Badge/Vehicle Excise Band is not provided or if the permit is not used in accordance with the Terms & Conditions

### **Data Protection**

Your personal data will be held and processed by MiPermit and Somerset County Council (SCC), in accordance with the Data Protection Act 1998.

SCC will use the information you have supplied to:

- help improve services
- deal with complaints and comments
- prevent and detect fraud or crime

Neither MiPermit nor SCC will disclose this information to any unauthorised person or body without obtaining your consent

Members of the public have a legal right to request your personal data held by SCC.

A request for your personal data is called a Data Subject Access Request; please ring Somerset Direct on 0300 123 2224 for more details.