

RESIDENT PERMITS TERMS AND CONDITIONS

By applying for a Resident's Permit, you are agreeing with the terms and conditions and declaring that all the information submitted is true and to the best of your knowledge accurate. If any information is false, the Permit will be cancelled and further action taken by the Council.

The Resident's Permit remains the property of the Council

1. GENERAL ELIGIBILITY

A Resident's Permit is issued to an individual on the following basis:

- a) The main residency is within the CPZ (this does not include a bed or makeshift bedroom in the back of a shop)
- b) Council Tax is paid for the property
- c) The name and address of the resident is shown on a vehicle registration document (unless company name or the name of a lease or hire company)
- d) The vehicle is a car, van, motorcycle (with sidecar), trike, or quad bike
- e) The vehicle is less than 2.25 metres in height, 6 metres in length and 2,540kg in weight

The following individuals are not eligible for a Permit:

- f) Those owning a property (e.g., landlords) in the CPZ who reside elsewhere
- g) Those working (including non-residential domestic staff) in the CPZ but live elsewhere.
- h) Tourists, members of staff or guests at hotels
- i) Owners of vehicles not registered with the DVLA (other than foreign registered vehicles).

2. FOREIGN REGISTERED VEHICLES

The Council may issue a Resident's Permit at a pro rata rate for 3/6 months at a time provided proof of residency and a valid insurance document is provided. The owner of a foreign registered vehicle will not be entitled to a renewal or a 12 month permit unless the vehicle is subsequently registered in the UK.

3. ADDITIONAL PERMITS

The priority will be given to first permit holders within the Zone. If capacity remains, the Council may issue an additional permit to the household. In most circumstances, only a maximum of two permits may be issued to any household. In exceptional circumstances, a third may be issued. The Council reserves the right to reduce the number of additional permits in order to accommodate first permits.

4. GENERAL USE

A Resident's Permit is only valid for the zone indicated upon its face. They are valid Monday to Saturday. A Resident's Permit does not guarantee a parking place in the zone selected. The Council reserves the right to vary either permanently or temporarily the Traffic Regulation Order that the Resident Permit is valid for. The terms and provisions of the Council's current Traffic Regulation Order are implied in this agreement.

5. USE OF THE RESIDENT'S PERMIT

The Resident's Permit will be displayed clearly in the front windscreen at all times with all details visible. The vehicle will be parked wholly within a marked bay. Resident's Permits may not be displayed on any other vehicle other than that specified on the Permit.

6. CHANGE OF VEHICLE

Please notify the Council immediately, should there be a change of vehicle including a courtesy car. A temporary "virtual permit" will be issued to the car to facilitate this. If the vehicle is a replacement, the invalid Resident's Permit will need to be returned. An administration charge of £10.00 for a replacement will be applicable.

Failure to update the Council by the end of the two week period may result in the virtual permit expiring and the risk of a Penalty Charge Notice being issued.

7. WITHDRAWAL OF RESIDENT'S PERMIT

If the Resident's Permit is found to be misused, it will be cancelled immediately and no future applications accepted. Resident's Permits may not be altered by the holder. If a Resident's Permit has not been used in accordance with the terms and conditions, the Council reserves the right to withdraw the Resident's Permit.

8. RENEWALS

A renewal must be received at least 10 working days in advance of the commencement date to guarantee sufficient time for processing & dispatch. Any omissions of information may result in a delay in the issue of a Resident's Permit. If the application is made too close to the expiry time, then alternative parking arrangements should be made, until the ticket is reissued.

9. CANCELLED RESIDENT'S PERMITS / REFUNDS

If a Resident's Permit is surrendered before it expires, an application must be made in writing for a refund of the unexpired portion (see contact details below). If the payment has been made by credit or debit card, the amount will be refunded to that card. Payments made by cheque are refunded via BACs only, and therefore the appropriate bank account details should be enclosed. A refund will be given to the value of any unexpired months of the Resident's Permit upon receipt.

10. LOST RESIDENT'S PERMITS

Replacement Resident's Permits for those lost will be reissued with an administration charge of £10.00. A replacement Resident's Permit will be issued for the balance of the year remaining. You must return your Resident's Permit immediately for a replacement if it becomes damaged or unreadable.

11. MULTIPLE REGISTRATIONS

Where multiple vehicle registrations are present on a Resident's Permit, the Resident's Permit must be transferred between vehicles. A Resident Permit cannot be copied. Only the original is valid.

12. LIABILITY

The council will not accept any liability whatsoever in respect of the theft, loss or damage to any vehicle or its contents whilst parked in the Zone.

13. PENALTY CHARGE NOTICE

If any of these points are not adhered to, or any of the regulations for the Traffic Regulation Order contravened, then a Penalty Charge Notice (PCN) could be issued. For more information on what to do if you receive a PCN please visit our website – www.midsussex.gov.uk.

14. DATA PROTECTION STATEMENT

Details of West Sussex County Council's and Mid Sussex District Council's compliance with the General Data Protection Regulations can be located on the following website www.westsussex.gov.uk and midsussex.gov.uk

Contact details:

Parking Services, Mid Sussex District Council, Oaklands, Oaklands Road, Haywards Heath, West Sussex, RH16 1SS

parkingpermits@midsussex.gov.uk



MID SUSSEX
DISTRICT COUNCIL