

Residential Permit – Conditions of use

1. Permit information

Definition of a residential parking permit

A residential parking permit is intended for use only by the residential permit holder to enable them to park in permit bays during the restricted period.

Residential permit zones

A residential parking permit will allow a resident to park their vehicle in a resident parking bay within the zone that the property falls within. The zone numbers are displayed on the signage for the bays.

Virtual permit

The display of a resident permit is not required and we will not issue you with a paper resident permit. The equipment our Civil Enforcement Officers use provides access to your details for verification purposes.

2. Who can apply and what needs to be provided

Who qualifies?

We will issue residential parking permits to applicants:

Who permanently reside at an address in the permit parking zone and can provide evidence and have no off-street parking available.

If a property has off-street parking facility we may consider an application, however, please contact us at parking.services@dartford.gov.uk before submitting the application.

Proof of residence *(as below for new applications - for renewals, check your reminder)*

A copy of one utility bill shown below must be provided (dated within the last 3 months):

- Most recent Council Tax bill (preferred)
- Gas
- Electric
- Water
- TV licence
- Home insurance

Note: A Driving Licence will not be accepted as proof of residency.

Not yet moved in?

If you have not yet moved to the address in your application, please provide a letter from your solicitor confirming completion date or tenancy agreement.

3. Your vehicle details and what you need to provide

Proof of vehicle ownership

Please provide one of the following:

- **Your vehicle:** a copy of the vehicle registration document (V5C).
- **Company vehicle:** (if registered to the company) a letter of authority on letter headed paper signed by an executive or director confirming the vehicle details and that you have exclusive use of the vehicle.
- **Leased vehicle:** a copy of the agreement which must be with a reputable organisation. Your name and address must match those of the hirer as shown on the agreement. If you change or renew the lease, please inform us immediately and provide a copy of the new agreement.
- **Bill of sale:** if you have purchased a vehicle and are not yet the registered keeper, we will accept a bill of sale and allow 1 month after change of vehicle for you to provide a copy of the V5C.

Permit valid only for the named vehicle

A permit is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

We will reject your application if:

The name and address on the vehicle registration document (V5C) does not match the proof of residence or name given in the application.

4. How long can I have my permit for?

Length of permit and renewals

- The permit will be valid for 12 months from the date of issue.
- It is your responsibility to renew the permit on its expiry.
- If you wish to renew your permit, please apply at least 21 days before the current permit expires.

5. Where can I use my permit?

Parking places

- The vehicle must be parked in a marked bay or area within the respective zone, where the signage indicates parking is for resident permit holders only, or a shared use bay when restricted for resident permit holders only.
- The permit will not allow you to park in any other location.
- A permit does not grant you the right to park outside your home or guarantee the availability of a parking space.
- The Council reserves the right to suspend any parking bay as required.

6. Changes to any details and refunds

Change of address or vehicle, including temporary or courtesy vehicles

- You must cancel the permit if you change your address or cease to own or use the vehicle for which the permit was issued.
- If you change your vehicle, you will need to update your details on your online account immediately.
- If you do not yet have the vehicle registration document (V5C), we can arrange temporary cover for your vehicle if you provide a copy of the bill of sale immediately and the VQ5 within one month.

Refunds

If you wish to cancel your permit, a refund will be made for any full unexpired months.

7. Important information

Please note:

1. It is a criminal offence if, with intent to deceive, you knowingly make a false statement or mishandle or forge documents to get a business parking permit for yourself or others. The Council may prosecute you under the relevant criminal legislation in cases where this is relevant.
2. Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued.
3. The Council reserves the right to withhold or withdraw a permit.
4. Residents are not permitted to sell or transfer a permit to other parties.