

Cambridge City Council Parking Permit Scheme – Terms & Conditions



Please note: In applying for a parking permit, it is your responsibility to provide the correct documentation. Failure to provide the correct documentation will result in your application being declined. Due to administration costs the Council will keep any money paid and will not normally offer refunds.

General terms

Charges covering the administration and issuing of permits are reviewed annually at Housing Scrutiny Committee, based on recovering the Council's admin costs and charging a comparable amount to other providers.

Cambridge City Council reserves the right to update and vary the terms and conditions from time to time or as required due to legislative changes and amendments of any Traffic Regulation Orders.

Obtaining a parking permit through false or inaccurate information or using it in a way not prescribed within these terms and conditions may result in the immediate cancellation of the parking permit.

In applying for a parking permit offered by the Council, you authorise the Council to make any further checks necessary to validate the documentation provided. You may be asked at any time to provide additional documents or evidence in support of an application

The Council reserves the right to refuse an application or renewal of any permit described in these terms and conditions, if there has previously been a fraudulent application made or misuse of a permit.

All permits issued by the Council are done so at the discretion of and remain the property of the Council at all times. The Council may cancel a permit at any time, you will be informed via post that the permit is being cancelled and the date after which it will no longer be valid.

All permits are non-transferrable. It is your responsibility to inform the Council of any changes of address, or changes to car registration details as soon as possible so that the Council can issue a replacement or cancel the permit.

You should inform the Council immediately when a permit is no longer required and return it to the Council within 5 working days.

You are responsible for making sure your permit is always current and renewed by the due date.

The issue of a permit does not reserve or guarantee the availability of a parking space. It remains your responsibility to park your vehicle legally and safely at all times.

If you are parked in a marked permit holder's only bay, your vehicle must fit wholly within the bay. Vehicles not parked wholly within the markings of a bay could receive a Penalty Charge Notice. Where bays are not marked, your vehicle must not obstruct access. If access is seen to be obstructed a Penalty Charge Notice may be issued.

Permits issued for a specific vehicle can only be used in that vehicle. The vehicle registration number(s) will be clearly marked on each permit.

You must display parking permits in the front windscreen of the vehicle so that a Civil Enforcement Officer can clearly see and read all the permit details. Failure to clearly display a valid permit may result in the serving of a Penalty Charge Notice.

You can only use permits in the scheme for which they are issued. Each permit is clearly marked with the Cambridge City Council parking zone, they cannot be used in a Cambridgeshire County Council parking zone. Using a permit in a scheme for which you are not entitled could result in the issue of a Penalty Charge Notice.

Where a resident holds a Blue Badge, the Blue Badge will act as a permit for as long as the Blue badge is valid. You must display the Blue Badge in a vehicle parked in a Resident scheme.

In certain circumstances a parking bay(s) may be suspended by the Council to allow for building operations, domestic removals, funerals or special events. Signs indicating this are placed in advance in or adjacent to the bay or over the parking bay sign. Drivers should always check that a parking bay is in operation before parking each day, and daily thereafter if the vehicle is to be left for long periods. A vehicle parked in a suspended bay may receive a Penalty Charge Notice.

Your vehicle must not exceed five metres in length and carry no more than eight people including the driver.

'Statutory Off Road Notification' (SORN) vehicles are not eligible to apply or use permits. It is also a breach of the Council's tenancy conditions to have a non-roadworthy vehicle on our land.

Trailers are not eligible for Resident or Visitor parking permits, and they must not be parked in Residents Parking areas.

Resident Permits

You can apply for a Resident permit via this [webpage](#), your sole or main residence should be the one from which you are applying.

You must be able to prove residency at one of the addresses in our Resident Parking Schemes. We will only issue your permit for the Resident Parking Scheme you live in, and there is only one Resident Permit available for each address

If you live in a "house of multiple occupancy" (shared house) we will treat this as one address for applications. If you live in a flat/annex, then we will treat each flat within a house, annex or building as a separate address.

All applications for a Resident Permit must be accompanied by the following documentation:

- Proof of address within the Council's parking permit scheme
- Copy of V5 logbook with the same address as above
- Copy of valid MOT and Tax certificate
- Copy of valid insurance certificate in the policyholder or main insured driver's name

Resident Permits cannot be issued if:

- Incomplete or incorrect documents are received
- There is already a Resident Permit issued to your address

A Resident Permit becomes invalid and you must return to the Council within 5 working days if:

- You do not have a valid MOT or Tax certificate
- You move from the address
- You sell the vehicle for which we issued the permit

If you need a courtesy car or hire vehicle because your own is off the road temporarily, please use our online form via this [webpage](#) for a **Temporary Resident Permit**.

If your permit is lost, stolen or damaged, you will need to contact the Council for a **Replacement Resident Permit** via this [webpage](#), there is an administration fee involved.

If you need to change vehicle details, you will also need to contact the Council for a Replacement Resident Permit.

The process of applying for a Replacement Resident Permit will invalidate the old permit and it will no longer be valid to park with.

The old permit must be returned before we can process the replacement. Failure to return the old permit may result in the replacement being treated as a new application.

When renewing your Resident Permit, you will need to submit up to date copies of the same documentation as required upon first application. This ensures that Resident Permits are only issued to individuals, and for vehicles, that are eligible.

Visitor Permits

Residents with their main home within a Resident Parking Schemes can apply for Visitor Permits via this [webpage](#).

You do not have to hold a valid Resident Permit or even own a car. Not all addresses within the Council's parking permit scheme are eligible for Visitor Permits.

We designed Visitor Permits for the use of visitors only. You must not use these permits for second cars registered to the same address, sell these permits or allow paying guests to use them or pass on to commuters etc. Such misuse will lead to the cancellation of your Visitor Permit.

If you change address your Visitor Permit becomes invalid and you must return it to the Council within 5 working days.

The Council reserves the right to decline a Visitor Permit replacement request if we are not satisfied with the validity of the claim, or you could be asked to provide further information.

Misuse of the Parking Permit Scheme

When being issued with a Visitor Parking Permit, you are advised that the permit remains the property of the Council and may be cancelled in any of the following circumstances:

- If you use your Visitor Permit permanently for a second vehicle
- If you sell your Visitor Permit
- If you allow paying guests to use your Visitor Permit or pass it onto commuters
- Any other circumstances that are deemed misuse of the scheme

If the Council receives a complaint or suspects a Visitor Permit is being used for purposes other than set out in the terms and conditions, regular inspections will take place and a note of the car using a Visitor Permit will be recorded.

If Cambridge City Council believes that an attempt has been made to obtain permits through fraud or deceit this may result in legal action being taken.

If a Visitor Permit has been cancelled due to misuse of the scheme this may prevent the permit holder being issued a permit in the future.

Anyone who is found to be misusing the permit scheme for any of the reasons listed above may have their permits cancelled and be issued with a Penalty Charge Notice.

If you receive a Penalty Charge Notice, these are administered by Cambridgeshire County Council and inspections are undertaken daily by Highways Parking Control.