

Only one permit may be requested per application form (excludes Visitor Virtual permits).

I hereby apply for (circle as appropriate) Resident/Business/Visitor/Annual/Virtual Permit/s.

Vehicle registration number\*: ..... Make and model\*: .....

Colour: .....

\*(not required for visitor permits)

Preferred permit start date (DD/MM/YY) ...../...../.....

(We will endeavour to process your permit application within 5 working days. Please factor this time in when you are selecting your permit start date).

I enclose payment of £ .....

Name .....

Daytime Telephone No. .... Email: .....

Address .....

.....

.....

I enclose proof of residency at the above address along with my vehicle registration document

(vehicle registration document not required for visitor permit applications).

If you are applying for a Disabled Permit you will also need to supply your Blue Badge.

I have read and understood the terms and conditions.

Signed..... Date.....

Remittances should be made by cheque or Postal Order, payable to 'Borough Council of King's Lynn and West Norfolk' which shall be sent so as to reach the Parking Permit Office, King's Court, Chapel Street, King's Lynn, Norfolk PE30 1EX at least 5 working days before the commencement date of the permit. If applying for a Virtual Permit, payment is not required with this form. If eligible a confirmation letter will be sent to you with a website address where you may register and make payment.

Application forms and supporting documents should be posted by recorded delivery. The Borough Council of King's Lynn & West Norfolk cannot accept responsibility for applications or documents lost in the post. Any omissions from the information above may result in a delay in the issue of the permit. The application will be returned unprocessed if the above declaration is not signed and dated.

FOR OFFICIAL USE

Proof of residency (Council Tax bill / utility bill / V5 etc): .....

Checking Officer ..... Permit number/s issued: .....

Date Permit Sent / Collected: .....

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes .



# Resident/Business Permit Application Form

## Zone KR03

## Portland Street & Waterloo Street

Resident Annual	£40.00
Resident Visitor Annual	£40.00
Resident Visitor Virtual Permit	£1.00 per day/24 hour period
Resident Annual Disabled	Free upon production of valid Blue Badge
Business Annual	£130.00
Business Visitor Annual	£40.00
Business Visitor Virtual Permit	£1.00 per day/24 hour period
Business Annual Disabled	Free upon production of valid Blue Badge

Borough Council of King's Lynn & West Norfolk



## TERMS AND CONDITIONS

### General Conditions for All Permits

- The permit must be displayed clearly on the windscreen so that it can be read from the near-side (passenger side) outside of the vehicle.
- A virtual permit will only be valid to the vehicle it was issued to for the period purchased and within the zone requested.
- The issuing of a permit does not guarantee a parking space. If no parking spaces are available it is not a justification for causing a parking contravention elsewhere, nor parking in an area you are not entitled to.
- Permits are only valid for use on the dates shown on the permit.
- The use of permits is monitored. Where evidence is found that the permit is being used outside of these terms and conditions the permit may be revoked and/or a Penalty Charge Notice issued.
- The permit is only valid for use in on-street permit parking spaces of the Parking Zone it was issued for – this can be determined by the pre-fix letter and number of the permit e.g. KR01/KR02 or by the name printed on the permit e.g. Town Centre/South Quay-King Staithe Square etc. The signs at the entry point to the permit parking area will identify the Parking Zone Code.

### Specific Conditions for Resident Visitor Permits/Virtual Permits (Vouchers)

- Only one annual visitor permit may be purchased per property, alternatively up to 365 virtual day permits may be purchased in a calendar year. However, if you have an annual visitor permit you will not be eligible for both.
- The permit/virtual permit is only valid when displayed in/registered to the vehicle of a visitor who is in the property that the permit/virtual permit was issued in respect of, or remains in the company of a permanent resident of that property.
- Use of the permit/virtual permit by one visitor for a period exceeding 14 consecutive days is not permitted without the prior agreement of the Council; please contact us if you feel you have reason to use the permit outside of these restrictions.
- Virtual permits are valid for 24 hours from the time of purchase and may only be purchased online on an as and when basis. Upon your application acceptance you will be given a permit number and PIN code which you will need each time you request a permit along with the vehicle registration details. Payment will need to be made online each time you request a Virtual Permit.

### Specific Conditions for Business Visitor Permits/Virtual Permits

- Only one annual visitor permit may be purchased per property, alternatively up to 365 virtual day permits may be purchased in a calendar year. However, if you have an annual visitor permit you will not be eligible for both.
- The permit/virtual permit is only valid when displayed in the vehicle of a person visiting the business premises, or for employees of that business who need to use their vehicle through the course of their business.
- Use of the permit/virtual permit by one visitor for a period exceeding 14 consecutive days is not permitted without the prior agreement of the Council; please contact us if you feel you have reason to use the permit outside of these restrictions.
- Virtual permits are valid for 24 hours from the time of purchase and may only be purchased online on an as and when basis. Upon your application acceptance you will be given a permit number and PIN code which you will need each time you request a permit along with the vehicle registration details. Payment will need to be made online each time you request a Virtual Permit.

### Cancellation/Administration Charges

- Any changes to a Resident/Business Permit will incur a £15.00 administration charge.
- If you wish to cancel a Resident/Business Permit and the remaining amount is less than the £15.00 administration charge, no refund will be given.
- No refund will be given for cancelled Visitor Permits.

### Lost or Stolen Permits that require replacing

- Resident/Business (not Visitor) Permits - £15.00 administration charge.
- Resident/Business Visitor Permits – a new application along with full payment of the annual fee will be required.
- The quickest and simplest way to make amendments and changes to your permit is by visiting our on-line system; <http://parkingpermits.west-norfolk.gov.uk>

Penalty Charge Notices may be issued by the Council to any vehicle found to be parked in contravention of any of the above conditions of use. The Council reserve the right to cancel, suspend or withdraw any parking permit issued.

## Zone KR03 – Portland Street & Waterloo Street

### Resident/Business Permit Application Form

Permits may be purchased by Residents/Business owners whose properties fall within the red highlighted area below. If your property does not fall within this area you are not eligible for a permit.

