Bath & North East Somerset Council

Parking Permits

Information for Customers

March 2017
Version 1.27

1. Introduction

This booklet is designed to inform customers of the terms and conditions of the operation of parking permit schemes in Bath and North East Somerset. Should customers need further information the staff in the Parking Services Team will be pleased to help. Contact details can be found on the back page of this booklet.

2. Terms and Conditions

Below are the general terms and conditions that apply to all of our permit types. Further detail about each individual permit can be found in sections 4 to 11 in this document:

With the exception of reserved car park bays the parking permit does not guarantee a parking space.

Parking is only permitted in a Permit Holders Bay or a Dual Use Bay in the zone or car park for which the permit has been issued.

Where applicable paper permits must be completed in ink or the relevant information scratched off the correct panels; alterations to the details on a paper permit or incorrect usage will automatically render it invalid.

The permit is only valid for the vehicle registration given. If you change your vehicle registration it is your responsibility to update your account details. Alternative parking should be sought until the vehicle registration is changed.

Vehicles must be parked wholly within the bay markings.

Responsibility for renewal of the permit lies with the permit holder. Parking without a valid permit may result in a Penalty Charge Notice being issued.

The Council or Police may temporarily suspend the whole or part of a parking place which will be marked accordingly. Vehicles should not be parked in a suspended parking place without signed authorisation from a Council Official or Police Officer.

The maximum laden weight of a vehicle permitted to park in a parking bay is 2.0 tonnes and the maximum length is 6 meters, with a maximum of 12 passenger seats. Permits can only be used with:

- Passenger vehicles;
- Car derived vans;
- Goods vehicles with a taxation class of PLG.

Consideration will be given on a case by case basis for vehicles that have a laden weight between 2.0 and 3.5 tonnes being used in conjunction with a Trade Permit.

The charge for the following permit types covers the membership and administration of the scheme, maintenance and enforcement of the area. Unfortunately we are not able to offer a refund on these permit types if the permit is no longer required:

- Residents on street permits;
- Business on street permits;
- Visitor permits.

We will refund any full remaining months on other permit types if the permit is no longer required and is cancelled, subject to the removal of an administration charge.

Failure to comply with any of the above conditions may result in a Penalty Charge Notice being issued.

The details provided when applying for a permit are subject to verification. Parking Services can request evidence to verify the details provided and will complete regular checks throughout the year. Failure to provide the requested information within 21 days or any evidence of falsified information will lead to cancellation of all parking permits, with no recourse to a refund.

Where a dispute arises as to the eligibility of any applicant for a permit, the decision made by the Head of Parking Service in relation to the issue or subsequent cancelation of that permit, having taken into account all of the evidence available, will be final.

Under Section 115 of the Road Traffic Regulation Act 1984, as defined by the Road Traffic (Permitted Parking Area and Special Parking Area) (District of Bath and North East Somerset) Order 2003, anyone who with the intent to deceive misuses a parking permit in anyway shall be guilty of a Criminal Offence. It shall also be an offence to knowingly make a false statement to obtain a Parking Permit. A Parking Permit does not obviate the requirement to tax and insure a motor vehicle for use on the public highway.

The Council reserves the right to make changes to these Terms and Conditions.

Data Protection: The Council will process any personal information in accordance with the Data Protection Act 1998. 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.

For further information, see http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/data-protection-act/priv#fraud

3. Permit Schemes - what types of permits are available?

3.1 On street parking permits:

- Residents Permit
- Visitor Permit
- Trade Permit (including Landlords)
- Business Permit
- Hotel/Guest House Permit
- Medical Permit
- General Practitioner Permit
- Holiday Let

The above permits enable you to park in a designated residents' parking bay, within the zone for which your permit is applicable, without time restriction, provided where applicable that the permit has been correctly activated/validated.

3.2 Off Street parking permits:

- Car park permit
- Residents/business only car park permit

Please note: the Council may cancel, withdraw or refuse to issue a permit if it appears that any of the particulars or evidence supplied by the applicant is falsified or untrue.

Further detail about each permit type can be found in sections 4 to 12 below.

4. Residents On Street Permits

4.1 General Information

Any person who regularly lives and sleeps more than four nights a week at premises within a residents' parking zone may apply for a permit. The council will require applicants to provide evidence to verify any information provided during the application process and this information can be requested at any time. This also applies to applications for visitor parking permits.

Residents' parking schemes are aimed at tackling problems caused by commuter and shopper parking, the schemes are not intended to solve parking problems outside of the times of operation of the scheme.

Permits are available to residents living within residents parking zones for use with their own vehicle. They are linked to the property, so when you apply you will need to provide proof of your residence within the zone – this must be your Council Tax number for automatic validation. If unavailable, a copy of your current Council Tax demand or a current tenancy/lease agreement showing your name and address can be provided.

The vehicle used with the permit must be registered to your address, the vehicle registration document must be provided to Parking Services on request. A letter of authority from the supplier is sufficient evidence in the case of a lease car or a letter from an employer is suitable in the case of a company car; however this information must be provided if requested by Parking Services. Failure to provide this information could lead to cancellation of your parking permit with no recourse to a refund.

Permits will be valid for one year from the date of issue; in Bath there is also an option to purchase a 6 month permit. It is the permit holders responsibility to renew their permits as no period of grace is allowed.

In Bath two residents' parking schemes are in operation:

a) **Central Zone** -permit holders can park in all on street resident parking bays and all on street pay and display bays within the central parking zone if they hold a valid permit. The hours of operation for this zone are 8am to 7pm Monday to Saturday. Central resident permit holders are also permitted to park within Charlotte Street Car Park between the hours 5.30pm to 10am free of charge.

b) **Outer Zones (Zones 1-16)** -permit holders can park in all on street resident parking bays the zone which their permit is valid. Visitor permits are also available (either virtual or paper). The hours of operation for zone 1 are 8am to 7pm Monday to Saturday. The hours of operation for zones 2-14 are 8am to 6pm Monday to Saturday. The hours of operation for zones 15-16 are 8am to 7pm 7 days a week. Zone 6 resident permit holders are also permitted to park within

Charlotte Street Car Park between the hours 5.30pm to 10am free of charge.

In Keynsham, a residents' parking scheme is in operation on the following streets:

- **Mayfields,**
- **Rock Road**
- **Labbotts**

Permit holders can park in the on street residents parking bays in the street that their permit is valid for. The hours of operation are 8am to 6pm Monday to Saturday.

A permit does not allow you to park illegally. Permit holders must park in accordance with the terms and conditions of the permits as well as complying at all times with any other parking restrictions that may be present. Failure to do so may result in the issuing of a Penalty Charge Notice (PCN).

Permits are only valid for the vehicle registration given. If you change your vehicle, you must update your permit. Failure to do so may result in a PCN being issued.

Parking permits have been introduced as a benefit to residents, giving them priority to park their vehicles within a reasonable distance of their homes during the hours that residents' parking zones are in operation. Abuse of parking permits by lending or selling permits to friends or commuters or by contravening the regulations of the scheme will result in the cancellation of all parking permits issued to an address.

4.2 Restrictions

Due to the lack of on street parking space, residents' parking permits are restricted as follows:

- To vehicles under 2 tonne unladen weight and/or 6 metres in length or with a maximum of 12 passenger seats
- To a maximum of 2 permits per residence in the outer zones and 1 permit in the Central Zone

4.3 Cost of Permits

- Central Resident Permit: £100
- Outer zones (1-16) Resident Permit: 1st £100; 2nd £160

4.4 Declaration

By purchasing a residents permit, you make the following declaration:

- I certify that my usual place of abode is at the address given and I do not hold a resident permit for any other zone.
- The vehicle assigned to the permit is registered to the address given or an authorised lease / company car assigned to me.

- I agree to surrender the permit if I cease to reside within the zone specified and accept that my permit will be cancelled automatically if the Council receives evidence that I no longer live at the registered address.
- I accept that the Council will cross reference the information I have provided with other records including Council Tax records.
- I accept that my permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

4.5 Restrictions for new developments and new builds

New developments and new builds within existing zones are not normally entitled to permits. This includes properties which may have been subject to a change in use e.g. from business use to residential use and/or where planning permission may have been required.

Prospective purchasers/tenants or residents/developers considering building alterations or new builds are strongly advised to contact Parking Services for advice regarding eligibility or implications for a Resident Parking Permit.

The policy regarding the eligibility to permits is available on the Council's website (or by contacting Parking Services directly) and is implemented by a Single Member Decision. The Executive forward plan reference is E2911 and is available on the Council website should anyone wish to view the complete document.'

5. Visitor Permits

5.1 General Information

Visitors' permits are available to all residents that reside in Bath Zones 1-16 and Keynsham Zones, irrespective of whether or not they own a car. They are not available in Bath Central Zone.

Virtual or paper visitor permits should be used by residents when a visitor to their home needs to park a vehicle within their residents' parking zone.

When applying for this type of permit you will need to provide proof of your residence within the zone (for automatic validation this must be you Council tax number, alternately either a copy of your current Council Tax demand, a current utilities bill or a current tenancy/lease agreement showing your name and address can be provided).

Visitor Permits are not available to businesses

5.2 Paper Visitor Permits

Paper visitor permits are valid for one calendar date and expire one year from the date of purchase if not used.

The date (day, month and year) must be correctly scratched off from the relevant boxes and the visitor's vehicle registration entered into the applicable space, the permit must then be clearly displayed in the windscreen immediately upon arrival. Permits which have been altered or tampered with are invalid and could result in a PCN being issued. Permits are only valid for use in the zone indicated on the permit.

5.3 Virtual Visitor Permits

The virtual visitor allowance can be used in hours with a minimum stay of 1 hour and the allowance will expire one year from the date of purchase if not used.

Upon arrival, a stay must be activated online, by text, mobile app or telephone for the required duration. The stay can be activated as hours or days. If the stay is not activated immediately upon arrival, this may result in a PCN being issued. The stay is automatically deactivated once the time requested expires.

It is the permit holder's responsibility to ensure a further stay is activated if the guest wishes to stay longer. Failure to do so may result in a PCN being issued.

Once activated, the stay cannot be cancelled; if the stay is booked online in the future, the stay can be cancelled before it begins and you will not lose your allowance.

Permits can be activated:

1. Online via your account at www.wanttopark.com/bathnes
2. By texting VISITOR <Vehicle Registration> <Duration> to 60300 e.g. Visitor ABC123 4hours

The system will confirm that you are parked and that the stay is activated. If you require any assistance, please call 0333 123 8008 during office hours and we will be happy to help you.

5.4 Cost of Visitor Stays

Paper permits: £10 for 10 days (maximum 100 days per year)
Virtual permits: £10 for 100 hours (maximum 1000 hours per year)

5.5 Declaration

By purchasing visitor permits, you make the following declaration:

- I certify that my usual place of abode is at the address given.
- I agree to surrender the permit(s) if I cease to reside within the zone specified.
- I accept that the Council will cross reference the information I have provided with other records including Council Tax records.
- I accept that my permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

6. Trade Permits (Including Landlords)

6.1 General Information

Tradespersons or Landlords can apply for these permits; they do not have to reside within the geographical area of Bath & North East Somerset Council. The council will require applicants to provide evidence to verify proof of business and evidence that the vehicle is essential as an onsite base for materials. Landlords may be required to provide evidence of property ownership.

To apply for a Trades' parking permit you must work in one of the following trades:

Aerial installation
Bathroom fitting
Building
Carpentry
Carpet fitting
Decorating
Electrical installation and maintenance
Insulation installation
Joinery
Kitchen fitting
Landlord with a property within a zone
Masonry Painting
Plumbing Roofing
Tiling
Window fitting

Business not listed above will be considered on a case by case basis.

Tradespersons working in residents' parking zones or car parks within Bath can obtain a Trade Permit which will enable them to park for as long as required without having to pay and display. To obtain a Trade Permit you must be able to prove that you work in one of the recognised trades and that the vehicle is required as an onsite base for materials where you are working.

There is no limit to the number of vehicles that can be linked to each account. All parking charges accumulated on the account are taken from the card registered to the account on a daily basis.

For the purpose of trade stays, Bath has been separated into 2 zones with two different zone codes.

Central Zone and Zone 1: Code 755999, £3 per hour

All other zones: Code 755998, £6.60 per day

Trade stays can also be activated within all Bath car parks and charges apply as per the car park tariff; use of this service in the car parks will incur a 10p convenience charge. Location numbers will be displayed within the car parks and on the pay and display machines. If you wish to stay within a short stay car park for longer than the time limit please contact Parking Services for authorisation before commencing your stay.

As soon as the vehicle is parked, the user must activate a stay for the zone or car park they are parked in.

Permits can be activated:

1. Online via your account at www.wanttopark.com/bathnes
2. By texting the word TRADE followed by the location code you wish to park in and the duration you require to 60300

Example text - TRADE 755013 2hours
TRADE 755998 1day

3. To use your account with an alternative vehicle, text the word TRADE followed by the location code you wish to park in and the duration you require and vehicle registration to 60300

Example text - TRADE 755013 2hours ABC123
TRADE 755998 1day ABC123

The system will confirm that you are parked and that the stay is activated. The stay will expire once the time requested has passed; there is no need to deactivate the stay. If you require any assistance, please call 0333 123 8008 during office hours and we will be happy to help you.

6.2 Declaration

By purchasing a trade permit and activating a stay, you make the following declaration:

- The permit will only be used when vehicle is essential for the daily operation of the business/essential as an on-site base for materials or equipment where work is taking place.
- The permit will not be used for staff commuting.
- For landlords, you rent out at least 1 property in within a zone.
- I accept that the permit will be cancelled without warning if the information provided during this application is found to be untrue.

7. Business Permits

7.1 General Information

The proprietor of any registered business located within a residents' parking zone may apply for a permit (not applicable in the Central Zone).
The Council will require applicants to provide evidence to verify any information that is provided with the application, this information can be requested for inspection at any time.

Businesses may apply for a parking permit for:

a) Use by visitors when visiting the business.

   This permit can be used by any visitor to the business when using a passenger vehicle, car derived van, or goods vehicle.

   A vehicle registration number is not required for this permit.

b) Use by vehicles operated by the business in order to undertake services.

   This permit is to be used by a business to allow parking of a vehicle that is used in the day to day activity of that business, for example undertaking deliveries to customers.

   This permit is registration number specific and can be used for a passenger vehicle, car derived van or goods vehicle registered to the business for insurance purposes. It cannot be used by a vehicle other than the one whose registration number it shows.

A Business permit must not be used to provide staff parking.

A maximum of two business permits, in any combination of the above variations, may be issued where no off-street parking facilities are available.

To apply for a Business permit a copy of a current business rates bill is required. In addition, if you are applying for a vehicle specific permit a copy of the original vehicle registration document naming the business as the registered keeper of the vehicle is required.

If the Business is not recorded as the registered keeper of the vehicle, then a copy of the vehicle's insurance documentation is also required to verify that the vehicle is registered for business use.

Permits will be valid for one year from the date of purchase.

7.2 Cost of Permits

Zones 1-16:	First permit -	£110
	Second permit -	£165

7.3 Declaration

- The permit will only be used by visitors to the business or by an authorised vehicle which has been allocated a vehicle specific permit.
- The permit(s) will not be used for staff/commuter parking when the usual place of work is the business address.
- The permit(s) will be surrendered if the business ceases to operate within the zone specified.
- I accept that the permit(s) will be cancelled without warning if the information provided during the application process is found to be untrue.

8. Hotel/Guest House Permits

8.1 General Information

The proprietor of any registered Hotel/Guest House located within a residents' parking zone may apply for a permit. The council will require applicants to provide evidence to verify the particulars supplied on the application form.

This type of permit is intended for the sole use of guests/patrons/customers and not members of staff or owners.

The permit allocation will depend on the number of letting rooms and off street parking places available to the premises, up to a maximum of 15 permits per property.

A copy of a current national non-domestic council tax demand must accompany the application.

8.2 Cost of Permits

1 to 5 = £80 each
5 to 10 = £105 each
11 to 15 = £160 each

8.3 Declaration

By purchasing a Hotel/Guest House permit, you make the following declaration:

- The permit(s) will not be used by staff whose usual place of work is the address given.
- I accept that the permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

9. Medical Permits

9.1 General Information

Applications will be accepted from Practice Managers/Directors of Service etc. Applicants do not have to reside in the geographical area of Bath & North East Somerset Council. The council will require applicants to provide evidence to verify the particulars supplied on the application form.

Medical Permits are not vehicle specific and are intended solely for the use of medical/carer staff making home visits or attending emergency calls. Individual applicants must have a supporting letter from their Practice/Surgery/Health Trust.

Permits are available to:

- Doctors
- District Nurses
- Community Health Nurses
- Midwives
- Home Care Assistants
- Health Visitors

Medical Permits will only allow parking in permit holders only bays in the outer zones or in shared use permit holder/pay and display bays in the central zone. They are not valid for use in any of the Council car parks.

It is also not permitted to park in the following locations:

- In contravention of a loading ban
- On a clearway/bus stop/taxi rank etc.
- In a marked cycle lane
- On any marking associated with a pedestrian crossing
- Where obstruction or danger will be caused
- In a ‘Blue Badge Holders Only Bay’

If attending an emergency and no other legal parking space can be found, the permit holder may park on a waiting restriction such as a yellow line, however if by doing so the vehicle attracts a penalty charge notice, it will be the responsibility of the vehicle owner to challenge the PCN through the correct channels and provide adequate evidence of the nature of the emergency to enable Parking Services to consider the case.

The permit must not be used for staff parking and cannot be used when attending to patients at the surgery/practice or when returning to the surgery/practice following a visit. Vehicles observed parked in close proximity to the surgery/practice to which the permit has been issued may be liable to a PCN.

9.2 Cost of permit

£60.00 per permit

9.3 Declaration

By purchasing a medical permit, you make the following declaration:

- The permit will only be used when visiting patients/persons under care at their homes.
- The permit will not be used for staff commuting.
- I accept that the permit will be cancelled without warning if the information provided during this application is found to be untrue or if the permit is misused.

10. General Practitioner Permits

10.1 General Information

Applications will be accepted from Practice Managers/Directors of Service etc. Applicants do not have to reside in the geographical area of Bath & North East Somerset Council. The Council will require applicants to provide evidence to verify any information that is provided with the application, this information can be requested for inspection at any time.

General Practitioner Permits are vehicle specific and are intended solely for the use of the General Practitioner named in the application for working at a surgery and who will be required to attend emergency calls. Individual applicants must have a supporting letter from their Practice/Surgery/Health Trust.

Each General Practitioner Permit may have up to two vehicles registration numbers associated to it; however, the permit is only valid for use by the individual named on the application form. The vehicle/s covered by the General Practitioner Permit must have the appropriate level of business insurance cover and evidence of this must be provided with the application.

Permits are available to:

- General Practitioners only.

Each application must be accompanied the following documentation;

- Evidence that the applicant is a qualified General Practitioner
- Evidence that the applicant has the appropriate level of business cover for the requested vehicles

General Practitioner Permits will allow parking in all on street Council permit holder bays; pay and display bays and limited waiting within Bath & North East Somerset Council subject to the exclusions below. This permit also entitles the holder to park within a marked 'Doctors only' bay.

It is not permitted to park in the following locations:

- In contravention of a loading ban
- Council managed car parks
- On a clearway/bus stop/taxi rank etc.
- In a marked cycle lane
- On any marking associated with a pedestrian crossing
- Where obstruction or danger will be caused
- In a 'Blue Badge Holders Only Bay'

If attending an emergency and no other legal parking space can be found, the permit holder may park on a waiting restriction such as a yellow line, however if by doing so the vehicle attracts a Penalty Charge Notice (PCN), it will be the responsibility of the

vehicle owner to challenge the PCN through the correct channels and provide adequate evidence of the nature of the emergency to enable Parking Services to consider the case.

10.2 Cost of permit

£100.00 per permit

10.3 Declaration

By purchasing a General Practitioner Permit you make the following declaration:

- The permit will only be used by General Practitioners when required to be on emergency call.
- I am a qualified General Practitioner, evidence of which has been supplied with the application.
- The permit will not be used for staff commuting.
- I have appropriate insurance cover to allow me to use the registered vehicle for business purposes, evidence of which has been supplied with the application.

- I accept that the permit will be cancelled at any time and without warning if the information provided during this application is found to be untrue or if the permit is misused.

11. Car Park Permits

11.1 General Information

Entitlement depends on the type of car park permit which is required. If the permit is for a pay and display or permit holders only car park anyone can apply for a permit irrespective of where they reside. If the permit is for a residential car park the applicant must reside within close proximity to the car park or in the case of business permit applications the business premises must be in close proximity to the car park. The council will require applicants to provide evidence to verify the particulars supplied on the application form.

Anyone can apply for a car park permit, costs vary depending on the car park and type of permit. With the exception of reserved permits, the permit does not guarantee a parking space.

You can apply for car park permits online at www.wanttopark.com/bathnes

You also apply over the telephone by contracting Parking Services on 01225 477133 or in person at the One Stop Shop in Manvers Street, Bath.

11.2 Cost of Permits

Bath Pay and Display and Permit Holders Car Parks

Car Park	Annual		Half-Yearly		Quarterly		Monthly	
	7 days	Mon -Fri	7 days	Mon - Fri	7 days	Mon - Fri	7 days	Mon - Fri
Non-Reserved								
Avon Street	N/A	£1856	N/A	£928	N/A	£464	N/A	£154.67
Charlotte Street	£1485	£1273	£742.50	£636.50	£371.25	£318.25	£123.75	£106.08
Manvers Street	N/A	£1856	N/A	£928	N/A	£464	N/A	£154.67
Reserved								
Corn Street	£2015		£1007.50		£503.75		£167.92	
Charlotte Street	£2520	£2205	£1260	£1102.50	£630	£551.25	£210	£183.75

Keynsham Pay and Display Car Parks

The Labbotts, Fox & Hounds, Bath Hill East, Station Road							
Monthly	£18	**Quarterly**	£55	**Half-Year**	£105	**Annual**	£210

Residential/Business Only Car Parks

	Resident Annual	Resident Half-Year	Business Annual	Business Half-Year
Bedford Street	£365	£182.50	£565	£282.50
Brougham Hayes	£225	£112.50	£565	£282.50
James Street West	£365	£182.50	£565	£282.50
London Street	£365	£182.50	£565	£282.50
Lorne Road	£365	£182.50	£565	£282.50

11.3 Declaration

Purchasing a permit for a pay and display or permit holders only car park does not require an individual declaration, applicants will however be required to accept the terms and conditions of the permit.

By purchasing a residents or business only car park permit, you make the following declaration:

Residents:

- I certify that my usual place of abode is at the address given.
- The vehicle assigned to the permit is registered to the address given or an authorised lease / company car assigned to me.
- I agree to surrender the permit if cease to reside within the zone specified.
- If I do not renew my permit before it expires I will lose my space.
- I accept that my permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

Businesses:

- I certify that my usual place of business is at the address given.
- The permit will only be used by visitors to the business.
- The permit will not be used by staff whose usual place of work is the address given.
- The permit will be surrendered if the business ceases to operate within the zone specified.
- If the permit is not renewed before it expires I will lose the space.
- I accept that the permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

12 Holiday Let Permits

12.1 General Information

The proprietor of any Holiday Let located within a residents' parking zone may apply for a permit. The Council will require applicants to provide evidence to verify the particulars supplied on the application form.
The proprietor must pay Business Rates on the property and the property must be available for let for over 140 days of the year.

This type of permit is intended for the sole use of guests/patrons/customers and not members of staff or property owners.

An individual property is entitled to one Holiday Let permit. Holiday Let proprietors with multiple properties may apply for one permit for each individual property.

Permits are valid in on street permit holder only or duel use bays in the zone for which the permit is valid.

12.2 Cost of Permit

£100 per permit.

12.3 Declaration

By purchasing a Holiday Let permit, you make the following declaration:

- The permit will not be used by members of staff or property owners.
- I accept that the permit will be cancelled without warning is the information provided during this application is found to be untrue.

13. Frequently Asked Questions

Why do I not have a physical permit to display in my vehicle?
Our permits are virtual which means there is no physical permit and nothing needs to be displayed in the vehicle. The permit information is linked electronically to your vehicle registration. The virtual permit provides much greater protection against fraud and should eliminate misuse. As there is no physical permit, your permit cannot be lost or stolen.

How do I know what residents parking zone I am in?
The city has been divided into a number of different residents parking zones. A number on the road signs within the zone identifies the zone you are in. Your permit will only allow you to park in residents parking bays in streets within your zone.

What happens if I change my vehicle?
If you change your vehicle you must login to your account and update the vehicle registration linked to your permit; the change will be activated immediately. Alternatively you can telephone Parking Services or visit the One Stop Shop in Manvers Street. Your permit will not be valid with your new vehicle until the change has been made. You must be able to provide proof of vehicle ownership (or a letter of authority from your supplier in the case of a lease car or an employer in the case of a company car) if requested by Parking Services at any time.

What happens if I change my address?
If you change your address you must update your permit account and if you move out of the zone to which the permit relates, you must cancel your resident permit; these changes can be completed by logging into your MiPermit account. If you are moving to a different zone, please contact Parking Services, who will advise you how to proceed. It is a contravention to allow any type of permit to be used by an unauthorised person.

How many permits can I have?
Bath Central Zone residents are allowed one permit per residence. Properties in the Outer Zones in Bath or any zone in Keynsham are entitled to a maximum allocation of two permits (both residential and business). Visitor's permits are only available to residents in the Bath Outer Zones and are restricted to 100 paper day permits or 1000 hours if using virtual stays.

How is a residence defined?
A residence is defined as a property being individually rated for the purpose of Council Tax. Houses that have multiple occupants but the Council Tax is for the whole building will be entitled to the same allocation as a single residence.

If the property is a new build, part of a University campus or the property has been subject to a change of use (i.e. from business to residential or from house to flats) you may not be entitled to a permit.

Will everyone need a permit?
Resident, visitor and other vehicles do not need a permit if they wish to park in an area that is not covered by a residents parking zone, in limited waiting bays that have a number of hours free parking as specified by the sign, off-street parking such as a private driveway or garage or on street outside of the hours of operation of the Residents Parking Scheme.

Blue badge holders are allowed to park in any residents or pay and display bay on street free of charge for however long is required provided the Badge is correctly and clearly displayed in the windscreen of the vehicle. Parking charges may apply within car parks.

Does having a parking permit guarantee me a parking space?
A parking permit does not guarantee that you will be able to find a parking space. Similarly having a parking permit does not give you any right to park outside your property.

I no longer need my permit, can I get a refund?
We do not offer refunds on business on street, residents on street or visitor allowances. We may offer a refund on any full remaining months on other permit types, subject to the removal of a permit administration fee.

How do I know where to park?
Parking bays are marked on the road with white lines. Only park within designated parking bays, do not park overlapping the white lines. The bays have been marked out to allow the maximum use of the space available without vehicles causing an obstruction. Failure to park within the bay markings may result in a PCN being issued.

How will the Council control the scheme?
The Council is responsible for enforcement of parking restrictions throughout the area. During patrols by Civil Enforcement Officers, vehicles will be checked to ensure a valid permit is activated for each vehicle.

The Police remain responsible for the enforcement of obstruction offences. The Police may issue a Fixed Penalty Notice and/or remove your vehicle if you cause an obstruction when parking.

Unless road markings show otherwise, parking on the pavement remains a criminal offence. Offences will be reported to the Police to undertake enforcement.

What are the rules on loading and unloading?

Single and double yellow lines mean that although you cannot park, you may be permitted to load and unload goods or persons. Each instance will be judged on its merits. You must not cause an obstruction and there must be evidence to the Civil

Enforcement Officer that continuous loading or unloading is taking place. If there is no evidence of this, a PCN will be issued. For example, the terms loading and unloading could not be applied to an able bodied person leaving their vehicle whilst delivering or collecting a small parcel or item of shopping. Equally, do not leave your vehicle unattended in between loads otherwise a PCN may been issued. Think whether it is absolutely necessary for the vehicle to be parked in order to load and unload. The goods must be either too heavy, numerous, cumbersome or bulky to carry from a legitimate parking place. If in doubt, find a legitimate parking place.

Please check for special waiting restrictions such as bus stop clearways (indicated by a thick solid yellow line) or loading restrictions (indicated by either one or two yellow lines on the kerb at frequent intervals) which prohibit loading/unloading.

Can I have permits for my new development / new house?

New developments and new builds within existing zones are not normally entitled to permits. This includes properties which may have been subject to a change in use e.g. from business use to residential use and/or where planning permission may have been required.

Prospective purchasers/tenants or residents/developers considering building alterations or new builds are strongly advised to contact Parking Services for advice regarding eligibility or implications for a Resident Parking Permit.

The policy regarding the eligibility to permits is available on the Council's website (or by contacting Parking Services directly) and is implemented by a Single Member Decision. The Executive forward plan reference is E2911 and is available on the Council website should anyone wish to view the complete document.

Can I have more permits for my property as I have converted it to flats/bedsits?

Permits are not available to properties which are converted from their original use. However we will always consider cases where the request for permits would not put additional pressure on the parking currently available within a zone, provided that the conversion of the property resulted in a lesser number of permits being required for that property. For example a building contain 4 flats (all with a permit allowance) is reverted to a single dwelling thus the entitlement would revert to a possible maximum of 2 residents permits from the possible maximum of 8 residents permits.