



Apply for a Resident Parking Permit

All residents can apply for a permit provided they live in a street where a Residential Parking Permit scheme is in operation and provided that; the address is the applicant's primary residence. One resident can apply for the full quota of available permits together, or individual residents can apply in their own right. A maximum of 2 vehicle specific permits and 1 visitors parking permit is allocated to each eligible property. Alternatively, if no vehicle specific permits are required then a Visitors Only permit can be applied for, this will however prevent any vehicle specific permits being issued to that property.

You can apply for a resident parking permit by applying online on the councils website by searching for parking permits.

You will need:

- A vehicle registration number (resident permits only)
- A valid credit or debit card
- Your Council Tax account number as proof of residence. You may be required to provide additional proof of residence if requested.
- A valid webcode will be needed for renewals

Please only complete this form if you are unable to apply for a permit online.

Completed application forms should be returned to:

Parking Services, The City of Cardiff Council, PO Box 47, Cardiff, CF11 1QB

This form is available in Welsh/Mae'r ffurflen hon ar gael yn Gymraeg

You are welcome to correspond with us either in Welsh, English or bilingually. We will respond accordingly, and communication in Welsh will not cause any delay

Section 1 – Applicant details

If you already have a resident parking permit please enter the permit reference and the expiry date in the box below. Permits can be renewed within 30 days prior to the expiry date.

Permit Reference (If you don't know the permit reference, leave it blank)

Expiry date (If you don't know the expiry date, leave it blank)

Full name of permit holder (First name and surname)

Address permit applying for (Full postal address)

Main phone number (Mobile or house phone number)

Email address (Optional)

Please note – Your permit will only be sent to the address that the permit is applied for. It cannot be sent to any other address.

Section 2 – Permit Information

Permit Type

Please confirm which type of permit you are applying for below. Please note that only 1 of each resident permit and 1 visitor permit can be applied for per property.

1st Resident - £7.50 for 12 months (pro rata charges apply)

2nd Resident - £30.00 for 12 months (pro rata charges apply)

Visitor - £30.00 for 12 months (pro rata charges apply)

Visitor Only – £7.50 for 12 months only. This permit can only be applied for if no other permit is required at the property for the next 12 months.

Pro Rata Charges

	1st Resident	2nd Resident	Visitor
1 month	62p	£2.50	£2.50
2 months	£1.25	£5.00	£5.00
3 months	£1.87	£7.50	£7.50
4 months	£2.50	£10.00	£10.00
5 months	£3.12	£12.50	£12.50
6 months	£3.75	£15.00	£15.00
7 months	£4.37	£17.50	£17.50
8 months	£5.00	£20.00	£20.00
9 months	£5.62	£22.50	£22.50
10 months	£6.25	£25.00	£25.00
11 months	£6.87	£27.50	£27.50

Cheques and Postal Orders should be made payable to Cardiff Council. Cardiff Council do not accept responsibilities for any monies lost in the post.

Permit Duration

Please confirm how many months (up to 12) that you require the permit for?

Please note that if you cease to reside at the property or no longer require the permit, the permit must be returned to the office for cancellation.

Section 3 – Proof

Please attach a **copy** of one of the following as proof of address:

- Council tax bill
- Utility Bill
- Bank Statement
- Solicitors Letter confirming completion of purchase of property

A Tenancy agreement can be provided as proof of address however, this must be signed and dated. Additionally, it must include; the name of the resident and the date of the tenancy **period**.

Should a tenancy agreement be provided, a permit will only be issued for the term stated on the tenancy agreement. Therefore, please ensure that you enclose the correct payment, as a permit will be only be issued for the amount paid and we will not refund any overpayments. The Council do not offer refunds for unused time purchased and permits and not transferrable between properties.

Please note any proof of address should be dated within 3 months of application.

Connection to vehicle

The Council no longer requires documentary evidence of this but a vehicle registration number will be placed on the first and second vehicle permit. It is for the applicant to ensure the correct registration is provided and recorded on the resident

parking permit. The Council reserves the right to request documentary evidence if necessary.

If you are applying for a resident permit, please confirm the vehicle Registration Marks for each permit

1st Resident Permit (Vehicle Registration)

2nd Resident Permit (Vehicle Registration)

Section 4 – Checklist

Please check that you completed all relevant parts of the form and have included the following items with your application form. Failure to provide any of the below may result in a delay in processing the application.

- A recent proof of address
- Cheque or Postal Order for payment
- Signed declaration section

Section 5 – Signature

By signing this application you are confirming that you have read and agree to the terms and conditions of the resident permit scheme. These can be viewed on the council website, as well as can be provided by request.

Signature of permit holder

Date of signature

Declaration

Cardiff Council is the Data Controller and will process your personal information to carry out our obligations in compliance with Article 6 (1) (c) of The General Data Protection Regulation. The authority or other relevant bodies may use any information you provide for enforcement purposes, fraud detection or any other related purposes as permitted by law. For further information on how Cardiff Council manages your information, see our full Privacy Policy on the Council's website.