

Runnymede Borough Council manages on-street parking places, zones and restrictions on behalf of Surrey County Council. Residents' Permits are administered in accordance with the rules laid down in Traffic Regulation Orders made by Surrey County Council. Applications for permits can be made on-line at: [www.runnymede.gov.uk/parking](http://www.runnymede.gov.uk/parking)

### Permit Details:

Scheme ✓ tick as appropriate	1st Permit £50	2nd Permit £75		Scheme ✓ tick as appropriate	1st Permit £50	2nd Permit £75
The Hythe (Area A)						
Burn Close (Area B)						
Hythe Road, Cumberland Street and Railway Terrace (Area C)						

### Permit Type:

<input checked="" type="checkbox"/> tick as appropriate	1st Application <input type="checkbox"/>	Renewal <input type="checkbox"/>
	Replacement * <input type="checkbox"/> * (£15 administrative fee applicable)	
Vehicle Registration	Current / Previous Permit Number	
I would like my Permit to start:		DD    MM    YY

### Personal Details:

Title	Forename	Surname
Address		
Postcode	E-Mail <input type="checkbox"/>	
Daytime	Evening	Mobile

Proof of Residence:								
8 Digit Council Tax Number								
<p>If this is your first application please supply your <b>Council Tax Number</b> or give a copy of a <b>recent utility bill</b> addressed to you.</p> <p>We will also need to see a copy of the <b>V5 Vehicle Registration Document</b> showing the vehicle registered to you at the address within the Controlled Parking Zone / Parking Place. If the vehicle is leased to you and not registered at the address please provide a copy of the <b>Lease Agreement</b> showing your address.</p> <p>If you are renewing an existing Permit and all of the details are unchanged we do not need to see any documents.</p>								

Agreement:	
I have read and accept the enclosed Terms & Conditions and I confirm that I am a resident entitled to hold a Resident Permit for the Controlled Parking Scheme.	
Signed	
Dated	
We will process your application as quickly as possible and you should receive your Permit within a few days but at busy times it may take up to two weeks. Please note, we do not issue Permits to personal callers at the Civic Centre "while you wait".	

Payment:
<p><b>Paying on-line is preferred</b>, but if you don't have access to the internet you can make a payment via BACS transfer. Please quote CPPER then your house number and full postcode. Please note if you pay by this method there will be a delay of up to 6 days before the permit can be sent. Please make payment to Runnymede Borough Council:</p> <p>Sort code        30-80-12  Account         11208060</p> <p>Cheques and postal orders should be made payable to "Runnymede Borough Council". We do not accept cash payments for Permits. Please do not send any cash by post. Please return your application and payment to:</p> <p>Runnymede Parking Services  Runnymede Borough Council  Civic Centre  Station Road  Addlestone. KT15 2AH</p> <p>For more information see <a href="http://www.runnymede.gov.uk/parking">www.runnymede.gov.uk/parking</a> or contact:  Runnymede Parking Services: ☎ 01932 425194    ✉ <a href="mailto:parking@runnymede.gov.uk">parking@runnymede.gov.uk</a></p>

Office use only - <input checked="" type="checkbox"/> tick as appropriate	
Proof of residence <input type="checkbox"/> Proof of VRM* <input type="checkbox"/> * not required if already supplied Method of payment: Cheque <input type="checkbox"/> Card <input type="checkbox"/> Other <input type="checkbox"/> _____ (specify) Receipt Number	Notes:

These Notes give information on the Terms & Conditions for the operation of Resident Permits, Resident Parking Places and Controlled Parking Zones. For further information and any enquiries please contact Runnymede Parking Services. Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH.

We take your privacy seriously and only process your data in line with the data protection law. To learn more about how we comply with GDPR please view our privacy statement at: <https://www.runnymede.gov.uk/privacystatement>

☎ 01932 425194

✉ [parking@runnymede.gov.uk](mailto:parking@runnymede.gov.uk)

🌐 [www.runnymede.gov.uk/parking](http://www.runnymede.gov.uk/parking)

## Terms & Conditions:

1. We reserve the right to issue a Permit at our discretion. An application and the receipt of payment for a Permit will be treated as an offer and will not constitute a legally binding contract in respect of the issue of a Permit.
2. Permits can only be issued, for a car, motorcycle or small commercial vehicle registered to a resident entitled to hold the Permit under the rules governing the operation of Resident Parking Places and Controlled Parking Zones.
3. From 18 April 2011 the Permit charge for the first Permit is £50 and £75 for subsequent Permits. Charges are set by Surrey County Council.
4. A Permit remains our property, the Permit must be returned to us if you move away. We reserve the right to cancel and withdraw a Permit at any time subject to these published Terms & Conditions. The number of Permits that can be issued to a household may be limited. Please check with us if you already have one Permit or if you have off-street parking at your address.
5. If this is your first application we need information to confirm your residency and eligibility as detailed on the application form.
6. If this is a renewal of an existing Permit and the details are unchanged we will not normally ask to see any documents. We may need to see documents later on, for example, if a question arises over your eligibility to have a Permit.
7. **We will not send out reminders when a Permit is about to expire.** It remains your responsibility to ensure you have a valid Permit on show.
8. There is a £15 charge for replacing a lost, stolen or damaged Permit or if there is a change of vehicle.
9. All drivers, including residents, need to follow the rules governing the operation of the Resident Parking Place or Controlled Parking Zone. Regular enforcement patrols help to ensure these facilities work well.
10. A Permit that is misused, or that has been altered or defaced is invalid. A Permit does not guarantee a space and it does not allow the holder to park on yellow lines. If a vehicle is parked incorrectly or we cannot verify its entitlement to park, a Penalty Charge Notice may be issued.
11. If a Permit is fraudulently obtained we will consider taking criminal proceedings.
12. Visitor Permits can be bought in advance, allowing visitors and guests to park in resident bays. Each costs £2 and is valid for one day. You will need to fill out the date details on the permit face using permanent ink before displaying it in the visiting vehicle's windscreen.
13. You can ask us for a Waiver Certificate (dispensation) to allow contractors to park when they are carrying out work on your property.