



**IMPORTANT .....APPLICATIONS CANNOT BE MADE IN  
PERSON AT THE CIVIC OFFICES; THE CASH DESKS ARE  
PERMANENTLY CLOSED – SEE PARA 4 OVERLEAF**

Woking Borough Council  
Civic Offices  
Gloucester Square  
Woking, Surrey  
GU21 6YL  
Telephone: 01483 743825  
Email: [onstreet@woking.gov.uk](mailto:onstreet@woking.gov.uk)

## APPLICATION FOR RESIDENTS' ON-STREET PARKING PERMIT

**PROOF OF RESIDENCE & VEHICLE OWNERSHIP MUST BE PRODUCED WITH EVERY APPLICATION, NEW OR RENEWAL**

See 'Notes for Guidance' overleaf

### PERMIT COSTS:

If only one permit at the applicants address	£50
All additional permits at the same address	£75
Change of vehicle *	£15
Replacement permit	£15
(Visitors permits per book of 5)	£10

**\*Change of vehicle** - for a change of vehicle application the original permit must be returned with this form to take advantage of the £15 charge.  
If it isn't returned the permit will be cancelled and no matter how many months are remaining no refund will be given, the application will be dealt with as new and the full annual fee will become payable.

**PERMIT DETAILS:** (please tick the appropriate box & if it is a new permit insert the date you require it to start)

<b>New</b>		<b>Start Date:</b>		<b>*Change of Vehicle</b>		<b>Renewal</b>	
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### 1. RESIDENT PARTICULARS

Title: \_\_\_\_\_ Surname: \_\_\_\_\_  
Forenames: \_\_\_\_\_  
Home Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_  
Daytime Telephone No: \_\_\_\_\_

2. How long have you lived at this address?

3. Do you reside there at least 4 days and nights every week?  
(see note 2 overleaf)

4. How many permits are issued to this address?

5. How many parking spaces do you have in a driveway,  
garage or other private parking space? (see note 1 overleaf)

### 6. VEHICLE DETAILS

Vehicle Reg. No.							
Make:							
Model:							
Colour:							

### 7. Is the vehicle more than:

2.3 mtrs high?	YES / NO
5.25 mtrs long?	YES / NO
3.5 tonnes?	YES / NO

8. How many vehicles are in your household?

9. In your household, is this the: (please tick)

1 <sup>st</sup> permit (£50)	2 <sup>nd</sup> permit (£75)	3 <sup>rd</sup> permit (£75)	4 <sup>th</sup> permit (£75)	<b>WBC records will be checked &amp; a permit will not be issued if the correct amount is not paid.</b>

NOTE: 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 please refer to the National Fraud Initiative page on the Council's website ([www.woking.gov.uk](http://www.woking.gov.uk)) or phone the Council on 01483 755855.

**DECLARATION:** I hereby apply for a residents' permit and enclose the correct remittance. I certify that I have read and understood the Notes for Guidance overleaf and I declare that all the information given by me on this form is true to the best of my knowledge. I understand that if any information given is false, I am liable to prosecution and the permit will be cancelled.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

### OFFICE USE ONLY:

Proof of Residence in above name & address (dated within last 3 months):	Utility Bill		Council Tax Corresp.		Rent		NHS Corresp		Bank		Pension		TV	
	Other													
Vehicle Reg.Doc. in above name & address?	YES / NO		Temp Permit issued?	YES / NO		If YES, Expiry Date:								
Payment method:	CHQ / P.O.		CAN No:			Amount: £		Intls			Cost Code: EHCCYN204			
Permit No:	WOX		Valid From:			Expiry Date:			Issue Date:			Intls		

**WOKING BOROUGH COUNCIL CONTROLLED PARKING ZONE (CPZ)  
RESIDENTS ON-STREET PARKING PERMITS  
IMPORTANT NOTES FOR THE GUIDANCE OF APPLICANTS**

**PLEASE NOTE: THE ISSUE OF A PERMIT DOES NOT GUARANTEE THE AVAILABILITY OF A PARKING SPACE  
AND DOES NOT GIVE ANY ENTITLEMENT TO PARK OUTSIDE YOUR HOUSE OR EVEN IN YOUR ROAD**

To address the shortage of parking spaces in some roads, residents' permits are valid in ANY road within your CPZ area

**1. GENERAL INFORMATION** - Residents' Parking Permits are only available to residents living within the Woking, Brookwood and West Byfleet Controlled Parking Zones who own a vehicle and who **do not have adequate number of private, off-street parking spaces for the number of vehicles in the household** e.g. a household with two cars but only one off-street parking space would be eligible for one permit; a household with three cars and one off-street space would be eligible for two permits. However, **NO** permits are issued for the Woking or West Byfleet town centre zones, or for residents of certain apartment developments in the Woking area.

Woking Area 1 Town Centre residents may apply for a permit to park in the Victoria Way or Heathside car park during 'OFF-PEAK' hours (5pm-9am Mon-Fri, and all day Saturdays, Sundays and Bank Holidays) and residents of certain apartment developments in the Woking area may be entitled to apply for a 24hr car park permit.

West Byfleet town centre residents may apply for a permit to park in the West Byfleet outer zone.

Full details are available on the Council's web site [www.woking.gov.uk](http://www.woking.gov.uk) or by contacting Customer Services on 01483 743825.

**2. DEFINITION OF 'RESIDENT'** – a person whose usual place of abode and principal residence is within a Controlled Parking Zone. A person who does not reside a minimum of 4 nights per week at those premises as a full-time resident does not qualify, irrespective of their interest in the premises. An applicant with any other residential address in the United Kingdom is required to declare it.

**3. PARKING REQUIREMENTS**

During the hours of control -

- vehicles must be parked in a parking bay and wholly within individual bay markings
- a valid resident's permit or correctly validated residents visitors permit must be clearly displayed.

Your permit is NOT valid –

- in any CPZ area other than that shown on your permit
- when parked on yellow lines or across individual bay markings
- where any obstruction may be caused
- in any non-permit holder bays, such as 20 minute free parking bays.

**4. APPLYING FOR A PERMIT** – Applications for a new permit, to renew an existing one, or for a change of vehicle, can **only be made on-line or by post as the cash desks in the Civic Offices have been permanently closed.**

On-line Applications: go to 'Apply' on the Council's web site's home page and select 'Parking'

Postal Applications: complete this application form and post or deliver it to the Civic Offices together with copies of the proof of residence, page two of the vehicle registration document (or a company letter if applicable) and a cheque or postal order for the correct amount made payable to Woking Borough Council – **DO NOT SEND CASH UNDER ANY CIRCUMSTANCES.**

Temporary Permits: if your vehicle is not yet registered to you at the address overleaf because you have just moved in or have a change of vehicle, take your application to the Receptionist in the Civic Offices and a temporary permit for one month will be issued. On-line applicants receive a temporary permit by email. When DVLA send you the updated VRD, bring it into the Civic Offices or send in a copy of page 2 to receive your full permit.

Permits **MUST NOT** be altered if you change your vehicle and they are **NOT** transferable to any other vehicle or any other person.

Should you be given a loan or courtesy vehicle from a garage whilst yours is being repaired etc., take your existing permit to the Civic Offices with details of that car and the Receptionist will issue a temporary permit for you.

**Applications must be fully and correctly completed, otherwise there may be a delay in the issue of the permit.**

**5. PROOF OF RESIDENCE** – the Council is empowered to require an applicant for a permit, or for a permit renewal, to produce such evidence as it may reasonably require to satisfy itself that the applicant is a resident within a WBC Controlled Parking Zone. **A PERMIT WILL NOT BE ISSUED IF THE COUNCIL IS NOT SO SATISFIED.** A utility bill, bank statement, pension, benefits, Council Tax, hospital or doctors correspondence are all acceptable - **but the document must be dated within the last 3 months.** For new occupants a recent letter from a solicitor or estate agent confirming the purchase of the property, or the rent agreement if renting, is acceptable.

**6. VEHICLE OWNERSHIP** – the vehicle must be registered in the name and address of the applicant shown overleaf (**a permit will not be issued otherwise**). However, if the vehicle is a company vehicle then a letter is required signed by the Company Secretary or someone of equal authority (but not the applicant) on company headed paper specifying the vehicle is allocated to the applicant for their **exclusive use** as an employee. If the vehicle is personally leased by the applicant from a leasing company then the lease agreement must be produced showing the name and address overleaf (vehicles on hire from a hire company do not qualify).

**7. A PERMIT WILL NOT BE ISSUED IF A VEHICLE IS NOT TAXED OR THERE IS NO VALID MOT CERTIFICATE (IF REQUIRED)**

**8. SURRENDER / WITHDRAWAL OF PERMIT** – all permits remain the property of Woking Borough Council and must be surrendered immediately upon demand and/or cessation of entitlement, when no longer required, or when there is a change of vehicle. Refunds will be given for the number of complete months remaining less an administration charge of £25.

**No refund will be given unless the original permit or temporary permit is returned first.**

**9. LOST / STOLEN PERMITS** – must first be reported to the Police and then an email or letter sent to WBC requesting a replacement quoting the Police Lost Property or Crime Reference number as appropriate.