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## Introduction

This booklet is designed to inform you of the terms and conditions of the operation of residents' parking schemes in Salisbury. Should you need further information; the staff in the Parking Services Team will be pleased to help.

## Residents' Parking Schemes General Information

### Residents' Parking Schemes in Salisbury

Residents' parking schemes are aimed at tackling problems caused by commuter and shopper parking. All schemes operate between the hours of 8am to 6pm Monday to Saturday inclusive, except public and bank holidays. Please note that the schemes are not intended to solve parking problems outside of these times.

In Salisbury two types of residents' parking schemes are operated, these being:

1. **Limited Waiting Residents' Parking Schemes** - This type of scheme is designed to protect residents from all day parking by commuters and shoppers. Limited waiting residents' parking schemes allows non permit holders to park within limited waiting parking zones for a maximum of two hours without needing to purchase a permit.
2. **Residents' Only Parking Schemes** - This type of scheme is designed to protect residents from parking by commuters and shoppers. Residents' only parking schemes require a valid permit/visitor permit to be purchased at all times when parking within residents' only parking zones.

## Parking Permits

### What types of permits are available?

There are four different types of parking permits available for use within resident parking zones in Salisbury, these being:

- Resident's Parking Permit
- Daily Visitor permit
- Business Parking Permit
- Tradesmen's Waiver

By obtaining any one of the above types of valid permit you may park in a designated residents' parking bay, within the zone for which your permit is applicable, without time restriction.

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 any waiting restrictions present at all times. Failure to do so may result in the issuing of a Penalty Charge Notice.

Please remember that 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 them to friends or commuters or parking of vehicles contrary to the regulations of residents parking schemes in Salisbury will result in the cancellation of all parking permits.

### Residents' Parking Permit

#### *General Information*

Residents' parking permits are issued to residents living within residents parking zones for use with their own vehicle, so when you apply you will need to provide:

- Proof of your residence within the zone; this must be your current Council Tax reference number.

Permits issued can only be used with the vehicle assigned to the permit. Permits will be valid for one year. Do not forget to renew your permits as no period of grace is allowed.

The council may withdraw or refuse to issue a permit if it appears to them that any of the particulars or evidence supplied by the applicant is untrue.

Because of the general lack of on-street parking space, the issuing of residents' parking permits is 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. This allocation is reduced by one permit for each off-road parking space (driveway and/or garage) available within the residence.
- To vehicles not drawing a trailer.

#### *Cost of Permits*

Residents living in limited waiting residents' parking zones will be entitled to purchase permits at a cost of £50 per permit per year for the first vehicle and £70 per permit per year for the second vehicle.

Residents living in residents' only parking zones will be entitled to purchase permits at a cost of £80 per permit per year for the first vehicle and £100 per permit per year for the second vehicle.

#### Daily Visitor Permit

##### *General Information*

Daily visitor permits should be used by residents when a visitor to their home needs to park a vehicle within a residents' parking zone, this includes visiting tradesmen and delivery persons (i.e. builders, plumbers and electrical appliance deliveries). Daily visitor permits are valid for up to 24 hours from issue. When applying for daily visitor permits you will need to provide:

- Proof of your residence within the zone; this must be your current Council Tax reference number.

Visitor permits are not issued to businesses.

##### *Cost of Visitors Permits*

Residents living in limited waiting residents' parking zones will be entitled to purchase 50 daily visitor permits per household per year at a cost of 40p per permit.

Residents living in residents' only parking zones will be entitled to purchase 100 daily visitor permits per household per year at a cost of 40p per permit.

Residents are requested to assess the number of visitors to their property per year and apply for the appropriate number of permits required.

Residents will be entitled to purchase an additional 50 daily visitor permits at a cost of £2.85 per permit.

Any additional daily visitor permits required by residents can then be purchased at a cost equivalent to that of the all day parking charge in the city centre. There is no limit on how many additional daily visitor permits residents may purchase.

#### Business Parking Permit

##### *General Information*

Business parking permits are designed to be assigned to customers who need to park in a residents parking zone when visiting businesses located within residents' parking zones. Business parking permits are **not** issued to provide parking for staff of the business.

A maximum of two business permits may be issued to businesses that have no off-street parking facilities available. Due to the general lack of on-street parking space no business permits are issued in Residents' Parking Zones B, E & J. When applying for business parking permits you will need to provide:

- The current NNDR (Business Rates) property reference number

Permits will be valid for one year. Do not forget to renew your permits as no period of grace is allowed.

*Cost of Business  
Permits*

Businesses situated within limited waiting residents' parking zones, where business permits are issued, will be entitled to purchase business parking permits at a cost of £50 per permit per year for the first vehicle and £70 per permit per year for the second vehicle.

Businesses situated within residents' only parking zones, where business permits are issued, will be entitled to purchase business parking permits at a cost of £80 per permit per year for the first vehicle and £100 per permit per year for the second vehicle.

Tradesmen Waiver

*General Information*

Tradesmen working in residents' parking zones should, where possible, utilise a daily visitor permits supplied by the resident. Where no other parking is available a tradesmen's waiver will be issued by Parking Services that will temporarily lift the parking restrictions. Tradesmen's waivers will only be issued to works vehicles when it is essential that the vehicle be parked on-site.

It is the responsibility of the tradesmen, not the resident, to apply for tradesmen's waivers. When applying for a tradesmen's waiver they will need to provide:

- Details of the property where the work is to be undertaken.
- The vehicle registration number.
- Details of the company.
- Details of the work to be undertaken.

*Cost of Permits*

Tradesmen Waiver

The owner of any commercial works vehicle may apply for a tradesmen's waiver.

Tradesmen's waivers cost £11 per vehicle per day and can be purchased on either a daily or weekly (7 days) basis from the Customer Services Office at The Council House, Bourne Hill, Salisbury, Wiltshire SP1 3UZ. Alternatively, you can apply for a tradesman's waiver by calling 01249 706131, which can be collected or emailed. When applying in person payment for tradesmen's waivers can be made by credit or debit card, cheque or cash.

**Who Can Apply for Permits?**

Residents Parking Permits

Any person who regularly lives and sleeps more than four nights a week at a premise 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. This also applies to applications for daily visitor permits.

Business Parking Permits

The proprietor of any registered business located within a residents' parking zone may apply for a permit (not applicable in Residents' Parking Zones B, E and J). The council will require applicants to provide evidence to verify the particulars supplied on the application. Permits are for use by customers/delivery drivers to the business only and must not be used to provide parking for staff members.

**Applying for Permits**

Residents Parking Permit / Daily Visitor Permits / Business Permits

All resident permit requests are now undertaken by MiPermit. You need to complete the application at [www.wanttopark.com/Wiltshire](http://www.wanttopark.com/Wiltshire).

If you have any queries about the permit application process please contact a member of the Parking Services staff who will be able to answer any queries you may have.

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 letter shown on the road signs within the zone and any residents parking permits issued identifies the zone you are in. The information shown on the road signs will also indicate if you live in a limited waiting or residents' only parking zone.

Your permit will only allow you to park in streets within your zone.

What happens if I change my car?

If you change your car you must inform MiPermit to amend the virtual permit. Please contact MiPermit on 0345 5207007 to obtain information on how to proceed.

What happens if I change my address?

If a permit holder changes their address to another dwelling within the zone a new application must be made to MiPermit and the previous permit cancelled to enable the new residence to purchase a permit. If a permit holder ceases to reside within the zone to which the permit relates, MiPermit needs to be notified as it will no longer be valid.

If you move away from a residents' parking zone you must Notify MiPermit to enable new residence to purchase a permit. It is a contravention to allow any type of permit to be used by an unauthorised person.

How many permits can I have?

Each residence is entitled to a maximum allocation of two permits unless off road parking is available. If off road parking is available at the residence the permit allocation is reduced by one permit for each off-road parking space (driveway and/or garage) present. The purpose of reducing permit allocations is to make sure that all residents get a fair chance of finding a parking space within their zone.

If you feel that there are mitigating circumstances that need to be considered when determining your permit allocation you should make reference to these in writing when applying for your permits. Parking Services will consider requests for additional permits on a case by case basis.

You will be required to declare how many off road parking spaces you have available at your residence when completing your application form. Failure to declare any or all off road parking spaces will result in the cancellation of all parking permits. Civil Enforcement Officers will undertake checks whilst on patrol to make sure that these rules are adhered to.

How is a residence defined?

A residence is defined as a property being individually rated for the purpose of Council Tax.

Houses in multiple occupation where the Council Tax is for the whole building will be entitled to the allocation for a single residence.

How is a garage defined?

A garage is defined as a building designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any garage that measures smaller than the minimum dimensions will not be classed as an off-road parking space. Residents who have a garage smaller than the minimum dimensions will not have their permit allocation reduced.

How is a driveway defined?

A driveway is defined as an area of land designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any driveway that measures smaller than the minimum dimensions will not be classed as an off-road parking space. Residents who have a driveway smaller than the minimum dimensions will not have their permit allocation reduced.

Will everyone need a permit?

There are cases where some residents, visitors and others will not need a permit. These are:

## **WILTSHIRE RESIDENTS' PARKING SCHEMES - TERMS AND CONDITIONS – February 2016**

- In limited waiting residents' parking zones that have 2 hours free parking non permit holders can park within the zone for a maximum of two hours without needing to purchase a permit.
- Where you always use off-street parking such as a driveway or garage;
- Where you do not park on road between the hours of 8am - 6pm Monday to Saturday; or
- You are registered as disabled. You will be allowed to park as you do at present as long as your Blue Badge is correctly displayed in the vehicle on the nearside front windscreen. Blue Badge holders are able to park in marked residential bays for an unlimited time.

Doctors, midwives, district nurses and carers have been provided with permits. There are others i.e. ministers of religion who are exempt from parking restrictions when visiting a resident. If in doubt always check with the council on 0300 456 0100 or use a daily visitor permit.

### Does having a parking permit guarantee me a parking space?

Having a parking permit does not guarantee that you will be able to find a parking space within your residents parking zone. Similarly having a parking permit does not give you any "right" to park outside your property.

### Do parking permits have a face value?

Parking permits have no face value and therefore no refund can be given.

### How do I know where to park?

Parking bays are marked on the road with white lines. Only park within designated parking bays, not overlapping the white lines so that you do not receive a penalty charge notice. The bays have been marked out to allow the maximum use of the space available without vehicles causing an obstruction.

Do not park over "white-bar" markings by a dropped kerb vehicle access unless you are the sole owner of that property. Persistent obstruction of vehicle accesses will result in the cancellation of all parking permits.

Additionally, Zone A permit holders can park in the following car parks from 5pm until 9am: College Street, Central long stay, Millstream and Central Approach Road.

Zone B permit holders can park in the following car park from 5pm until 9am: Lush House.

Zone E permit holders can park in the following car parks from 5pm until 9am: Brown Street, Culver Street College Street and Salt Lane.

### How will the Council control the scheme?

Wiltshire Council is responsible for enforcement of parking restrictions throughout the city. During patrols of your resident's parking zone for cars parked in contravention, residents' vehicles will be checked to make sure a valid permit is purchased.

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 Penalty Charge Notice 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 you may find a Penalty Charge Notice has 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.

Loading and/or unloading is not permitted in designated residential parking bays unless a correctly validated daily permit/visitor Permit is purchased.

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

Useful websites

If you wish to find out more about national parking policy and rules and regulations governing parking in the United Kingdom then please visit the following websites:

[www.dft.gov.uk](http://www.dft.gov.uk)

[www.highwaycode.gov.uk](http://www.highwaycode.gov.uk)

[www.parking-appeals.gov.uk](http://www.parking-appeals.gov.uk)

If you wish to find out more about local parking policy, rules and regulations governing parking in Salisbury then please visit the following websites:

| [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**Contact Details**

Parking Services  
Wiltshire Council  
Monkton Hill  
Chippenham  
Wiltshire  
SN15 1ER

Tel: 0300 456 0100

| Email: [parking@wiltshire.gov.uk](mailto:parking@wiltshire.gov.uk)

Web: [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)