



**Guidance Notes & Conditions of Use**  
**Individual Carers Permit – Controlled Parking Zone (CPZ)**

**1. How do I fill in the form?**

Please write clearly in black ink, using block capitals and remember to tick all the relevant boxes. Your application will be rejected and returned to you if it is not completed correctly, or if the additional documentation is not supplied. If you are applying in person at the Customer Service Centre, you are required to provide original documents.

Please note that photocopies of documents are acceptable when sending your application through the post, however, we reserve the right to view original documents upon request.

**2. Applications by post**

Applications by post must be sent to the address detailed below and you must enclose copies of all original documents.

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

You must enclose full payment with your submitted application form.

If paying by cheque, please write your name and address on the back of the cheque and make payable to “ERYC” (East Riding of Yorkshire Council). Please do not send cash in the post and for details of current price of permits please visit our website at [www.eastriding.gov.uk](http://www.eastriding.gov.uk) or call 01482 395411.

We aim to process postal applications within seven working days, however you should allow at least ten working days to make sure you receive your permit before your current one expires. Please be aware that you can renew your permit at any time in the month prior to expiry. A record is kept of all permit applications received and we will return your permit and supporting documentation via the Royal Mail postal system. Please note that permits will be posted to the address on the application form and we do not accept responsibility for any loss or damage to the contents.

If your application form is not filled in correctly or you have not enclosed the relevant original documents, we will return the form and supporting documents to you by post. Your application will then need to be resubmitted accordingly.

**3. Applications in person**

You can take the form and relevant original documentation to your local Customer Service Centre where it will be checked and processed. Payment can be made by cash, postal orders, cheque (made payable to ERYC) or by credit or debit card (NOT American Express or Diners Card). Details of



Customer Service Centre opening hours are available on the East Riding of Yorkshire Council (ERYC) website.

Your application will be referred to the Permits Office and once processed your permit will be posted to the address in Section B of the application form.

#### **4. What should I do if I need help?**

If you have any questions or require additional support in completing the application form, please contact ERYC on 01482 393939 or visit your nearest Customer Service Centre. Please be aware that phone calls may be recorded for training purposes.

#### **Reporting fraudulent permit holders**

*If you believe that someone is using an Individual Carers Permit which they may not be entitled to, please call the Permits Office 01482 395411. We will keep your details confidential.*

#### **5. Who qualifies for an Individual Carers Permit?**

There are parking permits available to individual Carers. If you receive care and you live within a CPZ you can also obtain a parking permit to hand to your Carers as and when they arrive at your property to administer care.

#### **6. Where can a Carer park with an Individual Carers Permit?**

If you have a valid Individual Carers Permit you can park in any area designated for use by Resident Permit Holders.

You are not allowed to reserve a specific parking bay. You must park your vehicle so that the wheels are within the white markings and you cannot park a trailer or caravan in a resident parking bay.

Having a permit does not guarantee you a space.

#### **7. When can a Carer park with an Individual Carers Permit?**

Each area/town will be subject to specific regulations.

Unless individual signs say otherwise, the controls on resident parking bays apply during the times shown on the parking signs.

#### **8. Where does a Carer display the permit?**

You are responsible for making sure that the permit is displayed and clearly visible at all times whilst you are administering care.

#### **9. Suspending parking bays**



We may have to suspend resident parking bays for a number of reasons, for example, for road works or large delivery vehicles. If we do this, we will normally give three working days' notice (unless it is an emergency). During suspensions you will not be able to park in the bay or bays that are affected. When this happens we will put up a parking suspension sign telling you when the suspension starts and ends.

## **10. Proof of address within the CPZ where the care is administered**

**You will need to provide two of the following:**

- Current Council Tax bill
- A bank statement dated within the last three months
- A utility bill dated within the last three months
- Tenancy Agreement
- Department for Works and Pensions letter dated within the last six months
- Driving Licence

### **Live in/constant care (nannies, care staff etc) Not day care visitors.**

You will need to provide a current contract of care/employment which shows that you have to live in the Controlled Parking Zone as part of your job. We will only issue a maximum of a six-month permit in such cases. Charges will be pro-rata, and subject to single residents permit per property.

## **11. Change of address**

If the person you are providing care for move home within the CPZ whilst their permit is valid, you must return the permit so that we can update the permit details accordingly. You must produce one item to prove your new address as detailed in Section D of the application form. Please note that you must make your own arrangements for parking whilst your replacement permit is processed.

## **12. Change of name**

If the person you are providing care for change their name whilst the permit is valid, you must return the permit so that we can update the permit details accordingly. You must produce one item to prove your new address as detailed in Section D of the application form. Please note that you must make your own arrangements for parking whilst your replacement permit is processed.

## **13. Lost, stolen or destroyed permits**

### **Lost or destroyed**

If your permit has been lost or destroyed you will be charged the original fee for a replacement permit.

### **Stolen**

If your permit or vehicle has been stolen and you provide a crime reference number (not a log number), we will waive the fee and issue a replacement for you. If you do not have a crime reference number, we will treat this as a lost permit and you will be charged the original fee for the replacement



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permit.

#### **14. Returning a permit**

If you cease to administer care or stop receiving care within the CPZ, you must return the Individual Carers Permit to the address below. Failing to return your permit may result in the issuing of a Penalty Charge Notice.

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

#### **15. Refunds**

Refunds will not be given under any circumstances.

## Application for Individual Carers Permit

You may only apply for an Individual Carers Permit if you receive or administer care within a controlled parking zone (CPZ).

The Carer administering care must provide:

- a letter from Children, Family and Adult Services section of East Riding of Yorkshire Council confirming that you are registered to administer care.
- proof of vehicle registration or hire.

Or the person receiving care must provide:

- a letter from Children, Family and Adult Services section of East Riding of Yorkshire Council confirming that you are receiving care.
- proof of address.

You can contact the council on (01482) 393939.

Either the carer or the person receiving care may complete this application form.

Please write clearly in block capitals, tick all the relevant boxes and fill in all the details requested in full.

Is this:

- a new application for a permit? (See page two of this application form)
- a renewal of an existing permit? (Fill in sections A, H)
- an application to replace a lost, stolen or destroyed permit? (Fill in sections B,G,H)
- a notice to inform that you have changed your name or address? (Fill in sections E, H)
- a notification that you have changed your vehicle? (Fill in sections F,H)

Blue disabled badge holders do not require a permit to park within the CPZ, however, are entitled to purchase a permit.

### **A. Renewal of permit**

Current permit number \_\_\_\_\_

If you have not changed your vehicle or moved address since you last applied for a permit, please fill in sections B and H and return this application form.

If any of your details have changed you must complete section B, D, E and/or F and H.

**B. Personal details**

**I am:**

- the Carer** (Complete sections B, C, D, H) and
- I enclose written confirmation (letter) from Children, Family and Adult Services section of East Riding of Yorkshire Council confirming that I am registered to administer care.

**or**

- the person receiving care** (Complete sections B, D, H) and
- I enclose written confirmation (letter) from Children, Family and Adult Services section of East Riding of Yorkshire Council confirming that I am receiving care.

**The Carer**

Title (i.e. Mr, Mrs, Miss, Ms): \_\_\_\_\_ Surname: \_\_\_\_\_

First Names (in full): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Home: \_\_\_\_\_
- Work: \_\_\_\_\_
- Mobile: \_\_\_\_\_

**The person receiving care**

Title (i.e. Mr, Mrs, Miss, Ms): \_\_\_\_\_ Surname: \_\_\_\_\_

First Names (in full): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

- Home: \_\_\_\_\_
- Work: \_\_\_\_\_
- Mobile: \_\_\_\_\_

**C. Details of Carers vehicle**

**Part 1**

Registration number: \_\_\_\_\_

Colour of vehicle: \_\_\_\_\_

Make and model: \_\_\_\_\_

**Part 2: Proof of Ownership** (We need to see the following proof)

**Is the vehicle:**

- Owned by yourself**  
I enclose a copy of the original vehicle registration document for current address (DVLA form V5C)
- A company vehicle**  
I enclose a letter from my employer
- A lease or hire vehicle**  
I enclose the original agreement

**D. Proof of residency within the CPZ in which care is administered**

I enclose two documents from the list below that show my/the recipients residency within the Controlled Parking Zone. (If applying by post copies are acceptable however originals must be shown if applying in person).

**Proof of Address** (please supply two of the following)

- Current Council Tax bill
- A bank statement dated within the last three months
- A utility bill dated within the last three months
- Tenancy Agreement
- Department for Works and Pensions letter dated within the last six months
- Driving Licence

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**E. Change of Name or Address**

Current permit number \_\_\_\_\_

**Existing details:**

Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**New details:**

Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**I have enclosed one of the following items to prove my new address or name. (If applying by post copies are acceptable however originals must be shown if applying in person).**

**Proof of Address** (please supply two of the following)

- Current Council Tax bill
- A bank statement dated within the last three months
- A utility bill dated within the last three months
- Tenancy Agreement
- Department for Works and Pensions letter dated within the last six months
- Driving Licence
- Solicitor's letter showing exchange of contracts
- Marriage certificate

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**F. Change of vehicle/registration number**

**Existing Vehicle/Registration Number:**

Registration number: \_\_\_\_\_

Colour of vehicle: \_\_\_\_\_

Make and model: \_\_\_\_\_



**New Vehicle/Registration Number:**

Registration Number: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Colour: \_\_\_\_\_

**I am permanently changing my vehicle/registration number and have enclosed the following proof:**

- Sales invoice showing customers address within the CPZ area
- Insurance document for new vehicle showing address in the CPZ area
- Vehicle registration document (DVLA form V5C)

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I enclose my old Individual Carers Permit

**G. Lost, stolen or destroyed permits**

Was your permit:    lost             stolen             destroyed

Crime number: \_\_\_\_\_

Date you reported it to the Police: \_\_\_\_\_

Police station you reported it to: \_\_\_\_\_

Lost or destroyed permits are replaced upon payment of the original fee. However, if your permit or vehicle has been stolen and a crime reference number is supplied, the permit will be replaced at no charge. Fraudulent use of a permit reported to be lost or stolen may result in a Penalty Charge Notice being issued.

**H. Declaration**

**Warning: It is an offence to give false or misleading information. If you do, we may prosecute.**

**Full details on the CPZ/RPS permits are available at [www.eastriding.gov.uk/cpzpermit](http://www.eastriding.gov.uk/cpzpermit) (for CPZ) and [www.eastriding.gov.uk/rpspermit](http://www.eastriding.gov.uk/rpspermit) (for RPS). You must ensure that you have read and understood this information before signing the declaration.**

**The applicant must sign this declaration.** You must read each section below and sign to confirm that you have read and understood them fully.

- I understand and accept that you may prosecute me if I have given any information on this form which is known to be false or untrue.
- I confirm that I keep and use the vehicle with the registration number given. If I stop keeping or using the vehicle stated, I must update my account immediately.
- I declare and accept that you may ask to visit my home before or after issuing an Individual Carers Permit to make sure I have given the correct address. If I refuse, I understand that you may withdraw my permit.
- I undertake to surrender the Individual Carers Permit if/when I cease to live at the confirmed address given.
- I confirm that I keep and use the vehicle with the registration number given. If I stop living in the CPZ, or stop keeping and using the vehicle, I will update my account immediately.
- I understand that trailers or caravans may not be used to reserve a space, nor can a space be reserved by any other means within the CPZ, except with authorisation through the Dispensation and Suspension process.
- I understand that this permit is not valid for use on any trailers or caravans.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue Residents Parking Permits. I accept that you may pass this information to other Council Departments and the DVLA for this and related purposes.
- The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided 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.
- I understand that I must promptly inform East Riding of Yorkshire Council of any other changes that may affect my entitlement to a Individual Carers Permit
- I have read, understood and agree to abide by the guidance notes and conditions of use.



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- I have read, understood and agree to abide by the instructions and notes which accompany this application form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**We reserve the right to request to view originals of any copied documents supplied**

Please return your completed application form along with copies of the original documents to:

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire HU17 6FH

For Administration Use Only

Fee Paid : £

Receipt Number :

Can Number :

Date :