

## Hotel and Guesthouse Digital Permit Terms and Conditions

### Who can get a parking permit?

Any hotel or guesthouse owner with business rated premises. **Please be aware that many more recently constructed properties are not eligible for permits.**

Permits are available to hotels and guesthouses with business rated premises outside the city centre parking zone.

If your permit scheme was introduced after July 2004, only properties that were occupied at implementation are entitled to permits. Conversions and subdivisions of older properties are considered to be 'recently constructed'.

The date of occupation is taken to be the day on which the property was registered for Council Tax purposes.

### Please be aware that...

The use of permits is monitored. Where evidence is found that the permit is being used wrongly the permit holder will be given the opportunity to provide a satisfactory explanation of the circumstances or agree actions to rectify the situation. Action will be taken by the council if no satisfactory response is received.

### Refunds, exchanges, lost or damaged permits

Refunds will not be made on any unexpired portion of a parking permit, so you are advised to select the length of permit suited to your requirements.

If your permit is lost or damaged, please let us know. Replacement permits cost £16.

### Permit validity

A permit is only valid in on-street permit parking spaces of the parking zone for which it is issued. Signs near each permit parking bay will identify the parking zone.

A permit does not guarantee a parking space. If no parking spaces are available, this does not justify a parking contravention elsewhere.

A permit is not valid for use across a dropped kerb for pedestrian or cycle use at any time or to a private driveway or garage.

Being in possession of a permit does not override any other restrictions (eg. car club bays, limited waiting bays, single/double yellow lines)

### **How long does it take to process a permit application?**

For digital permits please allow up to 5 working days from the receipt of your application and the correct documentation being provided to be processed and the permit activated.

**Please note:** When making an online permit application, your payment is accepted on the basis that appropriate proof documents have been attached to your application.

### **Renewal reminders**

Our reminder service is provided as a courtesy only, normally 30 days prior to expiry. We strongly recommend that you make a note of when your permits expire as it remains the responsibility of the permit holder to check the expiry date of their permit and renew accordingly.

## **Parking Permits for your Guests**

### **Is the permit specific to a particular vehicle?**

Yes – these are digital permits and you will be responsible for updating the guests registration numbers to activate their stay whilst they are staying in or visiting your accommodation.

### **What proof is required to enable the issue of permits?**

- Proof of the business  
or
- If applicable, formal documentation regarding the number of letting bedrooms (this is for properties that have more than 5 bedrooms and are entitled to a higher number of permits)

### **What is the nature of the permit and how many can I have?**

The permit scheme is for use of your guests whilst staying at your property whilst parked in the resident zone.

Up to three hotel and guesthouse permits are available for the first five letting bedrooms, and then one permit for each set of up to five additional bedrooms.

### **What type of vehicle can they be used on?**

Permits are not valid for use on vehicles with an unladen weight of more than 3.5 tonnes or which exceed six metres in length.

### **How each permit can be used:**

- Permits can be used to park in Controlled Parking Zones where permit parking spaces are allocated. These permits cannot be used in housing car parks.
- Permits are not valid for use across a dropped kerb for pedestrian or cycle use at any time.
- Parked vehicles must not cause an obstruction.
- Vehicles displaying Permits must be moved if requested by a police officer, civil enforcement officer or Parking Operations.
- A Permit does not guarantee a space to park.
- Parking Operations reserves the right not to honour any fraudulently used permit.
- The Permit is only valid for use on the date/s requested.