

Permit Parking

Information Sheet *Swinley West Only*



Controlled Parking Zones are designated areas where parking is restricted to permit holders or where parking is subject to special control measures. Parking controls operate at various times throughout the day: Monday to Saturday 9am – 5pm. You can park at other times without needing a permit. Permits will be issued to allow people who own or occupy premises in the zone (or visitors) to park near to their property.

The permit expiry date for Swinley West will be changing to 31 May as detailed in the enclosed letter. Please note that the permit charges shown have been reduced by 4 months for annual resident, visitor and business permits.

Operation

In each scheme a series of streets are grouped together in a zone. (Please note that Swinley North is now split into 4 separate zones). Each zone is given a unique number and expires on the 31 May

- W1 Swinley South
- W2A Swinley North
- W2B Swinley North
- W2C Swinley North
- W2D Swinley North
- W3 Swinley West

All owners and occupiers of premises within the zone are allowed to apply for permits. Holders of a permit for one zone (such as W2A) cannot use that permit to park in any other zone (such as W2C) in the Borough. If a vehicle is parked without a permit or the driver breaks any other of the rules, they will become liable for a Penalty Charge Notice.

Enforcement

The council employs a team of Civil Enforcement Officers through its contractor. They patrol the zones and issue Penalty Charge Notices when parking contraventions occur. The charge is payable to the Council and recovery through the County Court will follow if payment is not made.

Residents permit

People who occupy property within the zone and own a private vehicle are entitled to apply for a permit. Extra permits can be obtained if you own more than one vehicle. Proof of occupancy and ownership of the vehicle will be required. Proof that the vehicle is registered to the property must be supplied before a permit will be issued. A full Vehicle Registration Document (V5) or car insurance documents quoting the address is acceptable.

If you change your vehicle you must return your old permit and supply proof of ownership of the new vehicle and evidence that the vehicle is registered to your property. If you return your old permit, the change of registration is free, if you do not, there is a £11.00 charge. Acceptable documents are noted above.

Residents permits cost £11.00. Reduced charges of 50% of the normal charge apply to Senior Citizens, residents who are Blue Badge holders and places of worship.

Visitor permits for residential properties

Each household is allowed one Annual Visitor Permit per year at a cost of £5.33, subject to proof of residence. You can get additional daily visitor permits, these are £5.60 per pack of 20 permits. The additional permit pack will enable visitors to park for one day between 9am and 5pm.

Visitor parking permits can only be used by people visiting premises.

Business permits	<p>The annual cost of a business permit is: First Permit: £11.00, Second Permit: £38.00, Additional Permits: £109.33 The cost of Additional Permits purchased during the year will be pro rata'd based on full months. This must be requested on your application form. This does not apply to the first and second permit purchased. You must send us your postcode so we can process your application.</p>
Visitor permits for businesses	<p>Visitor Permits for businesses are available at a cost of £28.00 for a pack of 20 permits. Each Visitor Permit is valid for a period of 4 hours.</p> <p>Visitor business parking permits can only be used by people visiting your premises.</p>
Permit parking	<p>Should you park in any one of the permit holders parking bays within the zone, you must display the permit inside the vehicle, so that it can be clearly identified by the Civil Enforcement Officer.</p> <p>You cannot use disabled badges in the permit bays.</p> <p>Failure to display a permit described will result in a Penalty Charge Notice being issued.</p>
Obtaining permits	<p>The Council's Director of Environmental Services issues parking permits. They can be obtained by post by completing the enclosed application form and returning it to Business Support Services, Wigan Council, Civic Centre, Millgate, Wigan WN1 1DD. Alternatively they can be handed in to the Cash Office, Civic Centre, Millgate, Wigan Monday to Friday 8:45am to 4.00pm. Please note we are unable to process your application the same day. All permits will be issued by Parking Services. You must fill in an application form and provide proof of occupancy and ownership of the vehicle.</p> <p>Lost permits will be charged as follows: Lost Visitor Permits - £10 Lost Residents Permits - £5 Lost Business Permits - £10</p>
General	<p>A limit of 10 permits applies to each household for residents, business and daily visitor permits. All permit types are non-refundable.</p>
Enquiries	<p>For enquiries about permits or requests for application forms contact:</p> <p>Parking Services Environmental Services Department Wigan Council Civic Buildings New Market Street Wigan WN1 1RP</p> <p>Telephone 01942 488280</p> <p>For engineering enquiries relating to the controlled parking zone contact:</p> <p>The Traffic Section Environmental Services Department Wigan Council Civic Buildings New Market Street Wigan WN1 1RP</p> <p>Telephone 01942 404314</p>

Permit Parking

Application Form Swinley West Only



Please complete this form if you wish to apply for or renew a Parking Permit. A resident or business owner is classified as someone who occupies a property in the designated zone. Permits are issued to assist residents in the parking of their vehicles. They are for use by residents, business occupiers and their bona fide visitors and must not be lent or sold to anyone else. Misuse of permits will result in the permit being withdrawn.

Residents	Cost
Residents	£11.00 per Permit
Visitors	£5.33 per Permit (one visitors permit per household only)
Daily Visitor Permits	£5.60 per pack of 20

Business	Cost
First Permit	£11.00
Second Permit	£38.00
Third and subsequent permits	£109.33
4 hour Visitors Permit	£28.00 per pack of 20

Reduced charges of 50% of the normal charge apply to Senior Citizens, residents who are Blue Badge holders and to places of worship.

Don't forget these documents -

Residents/Business Permits

Full Vehicle Registration Document (V5) or Car Insurance Document quoting your property address

- proof of residence/business use
- proof of blue badge entitlement
- proof of age (only required if you qualify for the reduced charge)

Visitors Permits

- proof of residence/business use

Residents Permits show the vehicle registration number along with the zone and expiry date. You will need to supply a copy of your Vehicle Registration Document or, if it is a company car, a letter from your employer confirming the registration number. Proof of residence will also be required. This could be a Council Tax Demand, Tenancy Agreement or Official Rent Book showing the address.

Visitors Permits show the zone and expiry date. For Visitors Permits, you will need to provide proof of residence.

Renewing your Parking Permit

For renewals we require current proof of residence, such as a utility bill, even if you have previously provided one. If your vehicle has changed please provide proof of ownership.

How to pay

You can pay by postal order or cheque (made payable to Wigan Council). You may pay by cash if you deliver your application to the Cash Office, Civic Centre, Millgate, Wigan between 8.45am – 4.00pm on weekdays. Do not send cash by post.

How to get your Permit

Complete the application form and enclose your cheque or postal order together with proof of residence, and proof of vehicle registration number if required, and post to: Business Support Services, Wigan Council, Civic Centre, Millgate, Wigan WN1 1DD. Alternatively you can deliver it in person to the Cash Office, Civic Centre, Millgate, Wigan between 8:45am and 4.00pm on weekdays. **Please note we are unable to process your application the same day.**

Please write clearly in black ink and **CAPITAL LETTERS**. Please do not send your original documents through the post. We can accept clear photocopies or scans instead. You can enclose cheques or postal orders, but do not send cash through the post. For permit enquiries please ring 01942 488280.

Your details

1. Full name Mr/Mrs/Ms/Miss _____

2. Address _____
 _____ Postcode _____

3. Telephone number(s): Home _____ Work _____

4. Which zone do you live in? _____

Vehicle Details

Please only complete this section if you are applying for a residents or business permit. If you need more than 3 permits, please complete a separate sheet

5. Registration number(s): 1: _____ 2: _____ 3: _____

Permit Details

6. Have you had a permit before and wish to renew it? YES NO
 If yes, please give permit number(s) _____

7. Are you applying for:	Please circle		Number required
Residents Permit	YES	NO	
Annual Visitors Permit	YES	NO	One
Day Visitors	YES	NO	___ packs
Business Permits	YES	NO	
Business Visitor (valid for 4 hours)	YES	NO	___ packs

Method of Payment

8. () Cheque or Postal Order enclosed and made payable to Wigan Council () Cash	Receipt Number

Declaration

I declare that the address given is my usual place of residence or business and that I meet the permit application requirements as outlined in this application form. I acknowledge that the permit will be withdrawn if the conditions of issue are contravened. I also understand that a charge will be made for a replacement. **HAVE YOU ENCLOSED YOUR DOCUMENTS?**

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, see www.wigan.gov.uk/nfi or contact Legal Services on 01942 244991

Signature **Date**