



GUIDANCE NOTES

02/2019

Adelphi Street, Campbell Park Resident / Visitor Permit (Virtual Permit)

Eligibility:

Any resident, over the age of 17 years, and who is the user of a vehicle that is registered to the applicants address may apply for a resident permit.

In addition, each **household** may apply for 1 visitor parking permit.

Proof of Residency:

Applicants are required to provide a copy of the vehicle registration (V5C) registered for the address for which you are applying for a permit and two documents verifying the application address e.g. Driving licence/lease agreement, Formal Tenancy Agreement (accepted on initial application only), Utility Bill, Bank Statement (please note that these must be dated within **3 months**)

Proof of residence and vehicle ownership must be provided before your application can be approved. The Council reserves the right to request further proof of residence or vehicle ownership if necessary.

Permit Zone:

There are many different parking restrictions within CMK and it is important to ensure you are aware of the areas where you are permitted to park with a valid permit.

Resident permit holders are authorised to park where the code below is displayed, and on posted signs in Adelphi Street, Milton Keynes. Permits are not valid in any other type of parking bay.

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Failure to purchase a valid virtual electronic parking permit when parked in a permit zone may result in the issue of a Penalty Charge Notice.

Vehicle Eligibility:

A Resident parking permit may be used in the following types of vehicles.

- i) A passenger vehicle, which carries no more than 12 passengers.
- ii) A goods vehicle weighing less than 3.5T gross laden weight.

Permits are not valid for trailers. It is prohibited for any street trader vendor's vehicle to be parked or operate from any parking place.

Change of Vehicle (VRM):

If you change your vehicle during the validity of your parking permit, you must log into your account and change the vehicle details to update your permit.

Refunds:

If you no longer require your Resident and or Visitor parking permit and there is more than six months remaining on it, you can obtain 50% of the cost of the annual parking permit. A refund application must be completed and returned either by email to mkparking@milton-keynes.gov.uk or by post to: Milton Keynes Council, Parking, 1 Saxon Gate East, Milton Keynes, MK9 3EJ. The refund form can be found at <http://www.milton-keynes.gov.uk/streets-transport-and-parking/parking/permits>

Renewal:

It is your responsibility to renew your permit. Applications for renewals should be made at least 5 days prior to the expiry of your permit to allow the application to be processed.

Apply here: <https://permits.paysmarti.co.uk/acct/miltonkeynes>

For any permit queries please email miltonkeynespermits@imperial.co.uk

General Data Protection Regulation.

How we keep your personal information safe.

Under the General Data Protection Regulation Act Milton Keynes Council has a legal duty to protect any information we collect from you.

For more information about how we use your personal data please visit www.milton-keynes.gov.uk/highways-and-transport-hub/parking/parking-privacy-notice-for-parking-services