

GUIDANCE NOTES

02/2019

Central Milton Keynes – Commuter Permit (Virtual Permit)

Eligibility:

Any person who is 17 years or over who resides in the borough of Milton Keynes and whose place of work is outside of the borough of Milton Keynes may purchase a Commuter Parking Permit on the following conditions:

The commuter parking permit is only be used by the applicant in the vehicle(s) detailed on the application form.

Vehicle Eligibility:

A commuter parking permit may be used in the following types of vehicle:

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

Please note if there are multiple vehicles on the permit, you must log in to your permit account to select the registration of the vehicle you are parking.

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

Vehicles must be parked wholly within the confines of the marked parking bay.

Commuter parking permit information

A commuter parking permit can only be used in long stay pay and display parking places within CMK. Please note this does not apply where a parking area is suspended, denoted by suspension signing.

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.

It is your responsibility to renew your permit.

Where can I park?

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 commuter parking permit.

The code below will be shown on signs at the locations where the commuter parking permit is valid. The permit is not valid in the privately operated car parks located at the station.

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If the vehicle is parked in a MKDP parking area a Civil Penalty Notice may be served.

Change of Vehicle and Refunds:

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 Commuter paper or virtual parking permit you can obtain a pro-rata refund. The refund applies to full calendar month unused before the expiry of the permit calculated from the date of receipt by the Council.

A refund application must be completed and returned either by email to <u>mkparking@milton-keynes.gov.uk</u> or by post to: Milton Keynes Council, Parking, 1 Saxon Gate East, Milton Keynes, MK9 3EJ. The refund form can be found at <u>http://www.milton-keynes.gov.uk/streets-transport-and-parking/parking/permits</u>

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 <u>www.milton-keynes.gov.uk/highways-and-transport-hub/parking/parking-privacy-notice-for-parking-services</u>