



GUIDANCE NOTES

Caldecotte Resident / Visitor Permit (Virtual Permit)

Eligibility:

Each **household** may apply for two resident and two visitor parking permits.

Gatewick Lane
Heybridge Crescent
Longhedge
Monellan Grove
Monellan Crescent

Proof of Residency:

Resident permit

Applicants who are applying for a resident permit 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 **three months**)

Visitor permit

Applicants are required to provide two proofs of residency from the above list.

Temporary permits (one month)

Applicants are required to provide one proof of residency e.g. Tenancy Agreement.

Visitor day vouchers (only available when purchasing an annual permit)

Residents with a valid annual permit can purchase additional visitor vouchers at a cost of £1 per day

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.

Proof of vehicle ownership:

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.

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 Campbell Park, Milton Keynes. Permits are not valid in any other type of parking area.

R36

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.

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

