

GUIDANCE NOTES

02/2019

CENTRAL MILTON KEYNES – CAR SHARE VIRTUAL PARKING PERMIT

Eligibility:

Any employee of a business or organisation located within the perimeter between Childs Way, Portway, Marlborough Street and Central Milton Keynes (CMK) railway station may apply for a car share parking permit on the following conditions:

Confirmation of employment within CMK must be provided; this will be verified through answering standard MKC employment status questions contained on the MKC Car Share permit application form. The council will undertake random checks. Any fraudulent applications will be immediately withdrawn with no refund issued. We reserve the right to prosecute cases of blatant fraud.

A Car Share parking permit may only be used in the vehicle(s) detailed on the application form. Please note that all permits are now virtual and you will not receive a paper permit to display in your Vehicle.

All applicants must live a minimum of 1 mile away from their place of work.

The approved car share journey must not exceed the sum of the total journey length of each individual Journey from their place of residence to workplace, for example if car sharer 1 travels 5 miles into CMK and car share user 2 travels 4 miles into CMK then the combined journey length when car sharing must be 9 miles or less.

Please note if you move address you are required to advise the Permit Team to ensure you are still eligible for the permit. Please email them at miltonkeynespermits@imperial.co.uk

You are permitted up to a max of 4 applicants in a car share group.

Documentation required:

You will be required to provide a copy of the V5C (Vehicle Log Book), or valid insurance document if the vehicle is not in your name, registered for the address for which you are applying for a permit. If you are the vehicle owner or hirer, the vehicle registration document (V5C) or hire agreement must detail your name and the address for which the permit applies. If your name and current address do not match the details on the V5C, you will be requested to submit a copy of the updated V5C which may delay the issue of your permit.

If the vehicle is a company car, provide a letter from your employer confirming that you have permission to drive the vehicle.

Proof of residency for any named passenger: Please provide one of the following documents. (Dated within the last 3 months)

Driving Licence Formal Tenancy Agreement Utility Bill
Insurance Documents (Car, Home) Bank Statement
(Delete sensitive information)

Formal Tenancy Agreement (accepted on initial application only)

The required proof must be provided for all applicants before your application can be approved. The Council reserves the right to request further proof of residence if necessary.

Vehicle Eligibility:

A Car Share 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.

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.

Car Share parking permit information:

A Car Share parking permit can be used in any of the dedicated car share bays and also standard tariff pay and display parking places within CMK. Please note this does not apply where a parking area is suspended, denoted by suspension signing.

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

Failure to adhere to the parking restrictions may lead to a Penalty Charge Notice being served. If the vehicle is parked in a Milton Keynes Partnership parking area a Civil Penalty Notice may be served.

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 car share parking permit.

The code below will be shown on signs at the locations where the Car Share parking permit is valid.

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Failure to purchase a valid electronic virtual 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 Car Share 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 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>

Renewals:

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