

GUIDANCE NOTES

05/2018

DAWSON ROAD- Employee Easi Permit (Virtual Permit) & Paper Permit

1. ELIGIBILITY: EMPLOYEE PARKING PERMIT:

Any employee over the age of 17 years, who is the user of a vehicle, working for a business located in a parking Zone E31 may apply for an employee parking permit.

Please provide one of the following as proof of employment:

- Written confirmation of employment from the company within the Zone.
- A current and dated wage slip detailing the company address. (One permit per employee).

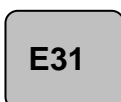
2. DISPLAY OF PERMIT:

Your valid paper permit must be clearly displayed face-up in the front windscreen of your vehicle.

Failure to display a valid paper permit may lead to a Penalty Charge Notice being served. **Please note that virtual permits are paperless** and the details are held electronically. Permits are not valid in any other type of parking bay and are not transferable from Zone to Zone.

3. WHERE THE PERMIT IS VALID.

Permit holders are only authorised to park where the corresponding code shown on the permit is displayed



authorised to park where the corresponding code shown on on posted signs within the Zone Avenue

4. CHANGE OF VEHICLE (VRM):

If you change your vehicle during the validity of your parking permit, you must surrender the paper permit to the Milton Keynes Parking address for a replacement. There is no charge for the first change of vehicle details on an existing permit; however any further changes will incur an administration charge of £5.00 each.

If you hold a virtual parking permit please email Parking Permits Applications at:

ParkingPermitApplications@milton-keynes.gov.uk or alternatively please call 0845 2308855 option 3 to update your records.

Please note: Permits are not transferable for example, for use in courtesy or borrowed vehicles.

5. VEHICLE ELIGIBILITY

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

A passenger vehicle, which carries no more than 12 passengers.

A goods vehicle weighing less than 3.5T gross laden weight.

Permits are not valid for trailers. Vehicles parked must be wholly within the confines of single marked parking bays. It is prohibited for any street trader vendor's vehicle to be parked or operate from any parking place.

6. REPLACEMENT OF LOST, STOLEN OR DAMAGED PERMITS

If you require a replacement paper permit, you are required to provide documentation as before. No charge will be made for replacement of a stolen paper permit providing police documentation is presented. The original permit will be rendered invalid by the issue of a replacement. This may be subject to an administration charge.

Please complete the relevant sections of the application form and return it to the Milton Keynes Parking address.

7. RENEWAL

It is your responsibility to renew your permit. Applications for renewals should be made at least 14 days prior to the expiry of your permit to allow the application to be processed.

Easi Permits (Virtual)

Apply here: <http://www.milton-keynes.gov.uk/streets-transport-and-parking/parking/permits>

Postal Applications

Please allow 10 days for postal applications to be processed.

Send the completed application form and relevant documentation, detailed in guidance note '1', with payment (cash not accepted) to: **Park Indigo**, PO Box 6359, Milton Keynes, MK10 1EJ. **Tel: 0845 2308855 option 3**

By Email

Send the completed application form and relevant documentation to:
parkingpermitapplications@milton-keynes.gov.uk Tel: 0845 2308855 option 3.

Please note that to process card payments Milton Keynes Council will need to contact the card holder at the time of processing to complete the card transaction, this is so we comply with all legislation and for your personal protection.

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/privacy