

## GUIDANCE NOTES

### Loughton - Resident/ Visitor/Employee Permit (Virtual Permit) and Day Vouchers

#### Eligibility

Any resident over the age of 17 years may apply for;

- (i) one resident permit per person
- (ii) one visitor permit per person
- (iii) 50 visitor day vouchers per year, per person (**only available when purchasing a permit**)
- (iv) additional visitor's day vouchers may also be purchased

You will be required to provide evidence of residency, specific to the permit scheme in Loughton.

#### Proof of Residency

Applicants are required to provide a copy of your 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 must be provided before your application can be approved. The Council reserves the right to request further proof of residence if necessary.

#### Where the Permit is valid

Resident permit holders are authorised to park where the code below is displayed, and on posted signs within Loughton. Permits are not valid in any other type of parking spaces.

**R11**

#### 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. 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](mailto: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](mailto: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](http://www.milton-keynes.gov.uk/highways-and-transport-hub/parking/parking-privacy-notice-for-parking-services)