



GUIDANCE NOTES

02/2019

The Canons and Leary Crescent, Newport Pagnell – Resident/ Visitor Permit (Virtual Permit)

Eligibility:

Any resident of The Canons and Leary Crescent as defined below, over the age of 17 years, and who is the user of a vehicle that is registered to the applicants address may apply for a resident permit. You are also entitled to one visitor permit per household.

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.

You will be required to provide evidence of residency, specific to the permit scheme in The Canons and Leary Crescent. Suitable documentation is detailed below.

Proof of Residency:

You will be required to provide a copy of your vehicle registration registered for the address for which you are applying for a permit and two documents verifying the application address, one of which must link the vehicle to the 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).

Where the Permit is valid:

Resident permit holders are authorised to park where the code below is displayed. Permits are not valid in any other type of parking space and only within The Canons and Leary Crescent, Newport Pagnell.

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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 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

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