



GUIDANCE NOTES

08/2019

Woburn Sands – Resident/ Visitor Permit (Virtual Permit)

Eligibility: Resident or Visitor Parking Permit

Each resident, over the age of 17, residing at one of the addresses below and the user of a vehicle, may apply for a resident's parking permit. In addition, each **resident** may apply for one visitor parking permit.

Eligible Addresses:

High Street - Post Office (number 29)

Vicarage Street – North side (numbers 2, 4, 4a, 6 & 8)

Vicarage Street – South Side (numbers 1, 3, 5, 7, 9, 11, 13 & 15)

Please note that a Parking Permit does not guarantee the right to a parking space.

Proof of Residency:

Resident permits

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 **three months**)

Visitor permits

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

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

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:

The permit is valid for use in residential parking bays within Vicarage Street and the Post Office High Street.

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>

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.

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