

Caerphilly County Borough Council
Terms & Conditions for Residents' Parking Scheme

General

1. Resident parking permits are only issued to residents of properties that are part of a residential parking permit scheme.
2. Residents' parking permits are annual and valid until the end of the issuing month the following year (i.e. if the permit issued is valid from the 2nd April 2019 the permit would expire 30th April 2020).
3. Please note that the purchase of a parking permit does not guarantee a space in a resident parking area. If resident parking areas are full, alternative parking areas may need to be sought and the restrictions in that area must be adhered to.
4. Parking in a resident parking bay is not permitted until the permit is received and displayed in the vehicle.

Applications

5. All applications are to be made via the Council's website at www.caerphilly.gov.uk. The Council reserves the right to alter the application process at any time should the need arise.
6. The Council reserves the right to deny any application when it is not satisfied that the conditions to which an application must be made have been fulfilled.
7. As part of the application you must provide additional documents and evidence in support of an application.

Surrender, withdrawal and validity of permits

8. If a new permit is required following a change of vehicle the permit holder should apply to the Council. There will be a charge of £15 following a change of vehicle. Your existing permit should be returned to the Council.
9. If a permit is lost or destroyed then the permit holder should apply to the Council for the permit to be replaced upon the Council being satisfied as to the validity of the claim of such loss or destruction. There will be a charge of £15 for replacement permits.
10. All permits are non-refundable.
11. If a permit is damaged or defaced, or the figures or particulars on the permit have become illegible or faded, or the permit is in any way damaged to prevent its use then the permit holder shall return it to the Council so that it may be refreshed. There will be a charge of £15 for replacement permits.
12. If you no longer require your permit then the permit must be returned to the Council.
13. All permits are non-transferable (for example if you move address). Parking permits cannot be transferred between properties so a new application must be made when moving house even within the same zone.

14. Landlords and owners of the property are not permitted to apply for a permit unless they reside at the property for which the application is made.
15. Resident parking permits remain the property of the Council and may be cancelled or revoked at any time. If a Civil Enforcement Officer requests to view your parking permit you must show it to them. If they suspect that it is being fraudulently used they have the authority to seize your permit and you must not obstruct them from carrying out this action.
16. Permits will not be granted for any passenger vehicle which has a trailer attached or which carries more than 12 passengers.
17. Permits will be granted to goods vehicles which are constructed or adapted for the use for the carriage of goods or a trailer provided the overall height does not exceed 2.44 metres and the overall length does not exceed 5.49 metres.
18. Residents permits may not be transferred between vehicles/a change of vehicle registration e.g. private number plates.
19. Visitor permits may be transferred between visitor vehicles provided the overall height does not exceed 2.44 metres and the overall length does not exceed 5.49 metres.

Penalties

20. All permits must be clearly displayed and attached to the windscreen or placed on the dashboard of the vehicle, ensuring that all the relevant particulars will be visible to an inspecting Officer at all times.
21. If for any reason you do not have access to a valid permit you are not entitled to park in a resident permit bay, area or zone and must find a legal alternative.
22. If you breach these terms and conditions you may be liable for a Penalty Charge Notice (parking fine).

The information you have provided will be processed in line with the Data Protection Act 2018 for the purpose of fulfilling our legal obligation. Your information will be treated as confidential, however it will be shared with the Wales Audit Office for the prevention and detection of fraud and other organisations when required to by law.

For further information on how Caerphilly Council manage personal data, please view our privacy policy which can be viewed on the Council's website.