

<b>OFFICE USE ONLY</b>	<b>Application for RPZ Permit</b>		 <b>St Helier</b> Jun 2021
	<b>Zone</b>	<b>Type</b>	
	Account No.	<input type="checkbox"/> Cheapside <input type="checkbox"/> Richmond Road <input type="checkbox"/> St Marks <input type="checkbox"/> St Thomas	
Temp. Ext.			

**PLEASE COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM**

<b>1. APPLICANTS DETAILS (PLEASE ENTER IN BLOCK CAPITALS)</b>	
Surname or Name of Organisation if applying for Business or Temporary permit:	
First Names (in full):	Title:
Address of Applicant:	
Postcode:	
Driving Licence No. (Residents Permits only):	
Do you have a garage or off-street private parking? YES / NO	
Are you the holder of a disabled person's badge? YES / NO	
Contact Tel. No.	Email address

<b>2. VEHICLE DETAILS (PLEASE ENTER IN BLOCK CAPITALS)</b>	
Vehicle Registration No:	Make:
Model:	Type, i.e. hatchback, van etc.:
Colour:	Engine CC:
If a commercial vehicle, please state. (Required)	
Width _____M	Weight _____KGs

<b>3. TEMPORARY PERMIT DETAILS (PLEASE ENTER IN BLOCK CAPITALS)</b>	
Dates required (Valid Monday - Friday, 08:00 - 18:00):	Details of work being carried out:
Address work being carried out:	
<p>In exceptional circumstances only, it may be possible to cordon off spaces. Please contact the Community Support Team on 811866 a minimum of 48 hours prior to the date required. Please note that the Parish cannot be held responsible if the cones are removed.</p>	

**4. PERMIT REQUIRED (PLEASE TICK ONE BOX ONLY)**

Are you applying:-	Please Tick
For a permit for the first time	
To replace a permit because you have changed your vehicle? - <b>Please return permit from previous vehicle</b>	
To replace a permit that has been lost, stolen or damaged? - <b>if the lost permit is found - please return it</b>	

**5. TERMS AND CONDITIONS**

- A. I understand that, if I am issued with a permit, it remains the property of Parish of St Helier.
- B. I also understand that the permit is only valid whilst I live or **own** a business in the Residents' Parking Zone and I can only use it for the above vehicle.
- C. I agree to return the permit to the Parish immediately if I move out of the zone, no longer own or use the above vehicle or the above vehicle is adapted or used in any way that makes it no longer eligible for a permit, to which I may receive a refund.
- D. I acknowledge and agree to these details being checked and if a false statement is made to obtain a parking permit or if the permit is misused in any way under the Road Traffic (Jersey) Law 1956 I may be liable to a fine not exceeding level 2 on the Criminal Justice (Standard Scale of Fines) (Jersey) Law 1993.
- E. I acknowledge that the Parish of St. Helier reserves the right to request verification of these details at any time in the interests of maintaining a fair Residents' Parking Scheme. I also understand that the Parish may carry out relevant checks only in order to assist with the validation of this application, which may include rates, electoral and driving licence records.
- F. I may only apply for a permit for the zone I reside or **own** a business in and the permit does not allow me to park in another zone other than that stated on the permit.
- G. I understand that I can only hold one permit for one vehicle only, regardless of the number of vehicles I own.
- H. I may only apply for a Business Permit if I **own** a business that operates from an address within a zone and own a vehicle that is used exclusively for the purpose of that business. Staff working for a business may not apply for a Business Permit.
- I. I acknowledge having a Residents' Parking Permit does not prevent the requirement to insure a motor vehicle for use on the public highway.
- J. Permit applications for a commercial vehicle wider than 6'6" (2 metres) will not be accepted.
- K. Permit applications for a commercial vehicle heavier than 1600 kg will not be accepted.
- L. Permit applications relating to premises with off-street parking may not be accepted.
- M. Along with this application I have submitted the vehicle registration document (Not required for temporary permits). (NB: If the registration document is not in your name, then you must also provide a signed letter from the registered owner confirming that you are a user of the vehicle)
- N. A permit does not guarantee a parking space.
- O. Please be considerate to other permit holders and leave as much room as possible between you and the spaces in front and behind.
- P. The Parish reserves the right to cordon off spaces and/or sections of road as required for essential maintenance and works without notice. This will only be done when it is unavoidable and disruption will be kept to a minimum.

**The fee is payable on collection of your permit only. Please do not enclose any money with this application.**

*I declare that all the information I have given in this application is correct and I understand that if I make a false statement I will be prosecuted.*

**Signature:**

**Date:**

Check list:

	Residents	Business
Proof of Residency Address (i.e. Utility Bill, bank statement etc.) Not required for Temp. Permits	<input type="checkbox"/>	<input type="checkbox"/>
Letter from registered vehicle keeper where applicable. Not required for Temp. Permits	<input type="checkbox"/>	<input type="checkbox"/>

## Guidance Notes

### **Am I eligible for a Resident's Permit?**

- If you reside in a zone and keep a vehicle for personal use then yes.
- As long as you don't have more than one permit at the same time.
- As long as you only use it in the vehicle for which it was issued. It is not transferable between vehicles.

### **I have off-street parking, am I eligible for a permit?**

- No, if you have access to off-street parking where you live you may not be eligible for a permit.

### **I live in rented accommodation but cannot use the parking provided, can I apply for a permit?**

- Yes you can. You will need a letter from your landlord confirming you are unable to use the parking provided.

### **I have a work vehicle; can I apply for a permit?**

- Yes you can, providing it is not a commercial vehicle with an unladen weight exceeding 1,600kgs.
- It is less than 6'6" (2metres) wide.
- You must provide a letter from the company to confirm you have sole use of the vehicle.
- Please note that only one permit is available per person.

### **I own a business; can I apply for a permit?**

- Yes, if you own a business that operates from an address within a zone and have a Jersey registered vehicle and it is only used in Jersey for business purposes. Other staff members associated to a business are not eligible for a Business Permit.

### **I am a disabled badge holder, do I get a permit?**

- Specific provision has been made in the zones for disabled parking areas. If there is a waiting list for Residents' Permits, preference will be given to Blue Badge holders.

### **How do I apply for a permit?**

- Application forms are available online at [sthelier.je](http://sthelier.je) and from the Town Hall and should be submitted to the Customer Services Team. You will need to provide proof of residence and your vehicle registration document. You may also be asked for further identification such as your driving licence.

### **How much will a permit cost for 12 months?**

- St Marks', St Thomas' and Cheapside zones £355.95 inc GST.
- Richmond Road £177.45 inc GST.
- Business permits £262.50 inc GST and regardless of zone.
- Please note the price of permits may change on an annual basis

### **How long do I have to wait for my permit?**

- The waiting lists for the various zones vary and it's impossible to advise exactly how long you can be waiting for a permit. As soon as one becomes available, our Customer Service Team will be in contact with you.

### **What are Temporary Resident's Permits? Can I apply for one?**

- These are available for contractors employed to carry out works in the zone at a cost of £9.00 inc GST per day.
- Application forms should be completed in full and submitted to the Customer Services Team at the Town Hall in good time. Please note that during busy periods it may not always be possible to process the permit whilst you wait so please ensure you submit your application at least 24 hours before the date it is required.
- A Temporary Permit entitles the holder to park in Residents' Parking Permit spaces only. A paycard is still required when parking in a pay card space situated within a zone.
- The Parish may in exceptional circumstances only, cordon off spaces. Please contact the Community Support Team on 811866 at least 48 hours prior for information. Please note that the Parish cannot be held responsible if the cones are removed.

### **Can visitors park in my place?**

- No, there are designated visitor spaces that require a paycard in each zone between the hours of 9am and 10pm. There is no visitor parking within the zones between 10pm and 9am daily.

### **Can I park in a visitor space using just my permit or do I need to display paycards as well?**

- You can park in paycard areas, except car parks, between 5pm and 9am Monday to Friday and all day on Saturdays and Sundays, without the need to display a paycard.

### Can I park on Doctor Parking Bays?

- You can park in Doctor Parking Bays between 6pm and 8am daily.

### Can I park on unloading bays?

- Yes but only outside of the times specified on the signage for loading and unloading.

### What happens if I change my vehicle?

- Contact the Customer Services Team on 811733 or by email at [rpz@posh.gov.je](mailto:rpz@posh.gov.je) and they will arrange for a grace period of two weeks for you to display your current permit in your new car whilst you get the vehicle registration documents organised.
- Bring your new registration document into the Town Hall once it has been updated together with your current permit and we will issue a new permit free of charge.

### What happens if I move out of a Residents' Parking Zone?

- Permit holders must notify the Parish immediately when they vacate a zone and will be entitled to a refund. This is subject to a £10.50 administration and GST fee.

### How is the scheme policed?

- The Community Support Team, St Helier's Honorary Police, Road's Inspector and others duly authorised by the Connétable regularly patrol the zones.
- The Parish will make regular checks on the details submitted on application and can request vehicle registration documents and proof of residency verification at any time from a permit holder.

### What are the penalties for holding a permit that I'm not entitled to?

- If a false statement is made to obtain a parking permit or if the permit is misused in any way under the Road Traffic (Jersey) Law 1956 I may be liable to a fine not exceeding level 2 on the Criminal Justice (Standard Scale of Fines) (Jersey) Law 1993.

### Who do I contact if I have a further question?

- Information can be found on our website at [sthelie.je](http://sthelie.je). You can also contact the Customer Services Team on 811733 or by email at [rpz@posh.gov.je](mailto:rpz@posh.gov.je). The direct helpline number for the Community Support Team is 811866. Alternatively, feel free to pop in to the Town Hall and speak to one of the Customer Services Team between Monday and Friday, 09:00 – 16:30.

## Important Information

**The Parish reserves the right to cordon or section off spaces and/or roads when essential maintenance or works are required on land or property situated within a zone without further notice. Disruption will be kept to an absolute minimum.**

**Please be considerate to other permit holders and park responsibly. If you park over the white line you risk incurring a parking infraction notice. Please leave as much room as *you* would like between your space and those in front and behind you. Your fellow permit holders will thank you for your consideration and you may also avoid a parking infraction notice.**

<p>We collect: your personal details in order to administer the Residents Parking Zone Scheme under the Road Traffic (Jersey) Law 1956</p>	<p>We will retain your data in accordance with our retention schedule for administering the Residents Parking Zone Scheme.</p> <p>We do not process your information overseas using web services that are hosted outside the European Economic Area. At no time will your information be passed to organisations for marketing or sales purposes or for any commercial use without your prior express consent.</p>	<p>Your Rights: In certain limited circumstances, you can ask us to correct or amend your information or request that the processing of your personal data is restricted. You can also request a copy of the information we hold about you. You can complain to us about the way your information is being used by contacting us at the Parish Hall (details on <a href="http://www.parish.gov.je">www.parish.gov.je</a>) alternatively you can complain to the Information Commissioner by emailing <a href="mailto:enquiries@oicjersey.org">enquiries@oicjersey.org</a>. If you have any queries about this privacy notice, you can also contact our Data Protection Officer (details available from the Parish).</p>
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