

# Application for a Residents' Parking Zone Permit

Please return this form to:

Customer Services Department, Town Hall, PO Box 50, St Helier, JE4 8PA



Doc No. 01/25-1

**PLEASE COMPLETE ALL APPLICABLE SECTIONS OF THIS FORM IN BLOCK CAPITALS**

1. APPLICANT DETAILS																																						
Surname:																																						
First Name(s):																																						
Full Address:																																						
Postcode:																																						
Driving Licence Number:																														/								
Daytime Telephone Number:																																						
Mobile Phone Number:																																						
Email Address:																																						
Are you the holder of a Blue Badge?										YES / NO					Do you have a garage or off-street parking?										YES / NO													
Zone		Cheapside / Richmond Road / St Mark's / St Thomas'																																				
2. VEHICLE DETAILS																																						
Vehicle Type:		Hatchback / Saloon / Estate / Coupe / 4x4 / Pick-up / Van / HGV																																				
Vehicle Registration Number:										J																												
Engine Size:																																						cc
Vehicle Make:																																						
Vehicle Model:																																						
Colour:																																						
Vehicle Length (Metres):																																						
Width in Metres:																																						
Weight in Kilograms:																																						
3. TEMPORARY PERMIT DETAILS (Only valid Monday to Friday, 8am to 6pm)																																						
Date from:				/			/																															
Date to:				/			/																															
Address work being carried out (if different from above):																																						
Any Additional information (including works being carried out)																																						

## 5. TERMS AND CONDITIONS

A.	A Residents' Parking Permit provides for parking in available and legal spaces anywhere within the zone for which it has been issued. So, if there's no space on your street, you may need to find a spot nearby within the permitted zone.
B.	I understand that a permit remains the property of the Parish of St Helier.
C.	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 declared vehicle.
D.	I agree to return the permit to the Parish immediately if I move out of the zone, no longer own or use the vehicle or if the vehicle is adapted or used in any way that makes it no longer eligible for a permit, for which I may receive a refund.
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 an accurate and up to date Residents' Parking Scheme.
F.	I may only be eligible for a permit for the zone I reside in, and the permit does not allow me to park in another zone other than that stated on the permit.
G.	I may only be eligible for a Business Permit if I <b>own</b> 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 associated with a business are not entitled to a Business Permit.
H.	I understand that I can only hold one permit for one vehicle only, regardless of the number of vehicles I own.
I.	I understand the permit is not transferable.
J.	I acknowledge having a Residents' Parking Permit does not prevent the requirement to insure a motor vehicle for use on the public highway or to hold a valid driving licence.
K.	Permit applications for a commercial vehicle wider than 6'6" (2 metres) and heavier than 1,600 kg will not be accepted.
L.	Permit applications relating to premises with off-street parking may not be accepted.
M.	I understand that if I am not the registered keeper of the vehicle for which the permit has been issued, then I must provide a signed letter from the registered keeper confirming that I am the main user of the vehicle.
N.	A permit does not guarantee a parking space.
O.	I will park responsibly and show consideration to other permit holders at all times.
P.	The Parish reserves the right to cordon off spaces and/or sections of road as required for essential maintenance and works without notice.
Q.	The Parish of St Helier as Highway Authority reserves the right to suspend any parking bay(s) for Utility works, as required and therefore you must not park in a suspended bay. Suspended bays are marked by either yellow "No Waiting" cones or a notice affixed to nearby street furniture or a combination of the above. Bays are suspended for specific reasons (roadworks, removals, building works, utility connection) and often the specific location is required. The suspension of bays is paid for by way of permits. Removal of notices or the yellow "No Waiting" cones is an offence.
R.	If you find your car has yellow "No Waiting" cones on your return, please move your vehicle to another space in the zone. If you do not return to your vehicle, Community Support wardens will attempt to contact you within the 48 hours ahead of the works to remove the vehicle. If they are unsuccessful in contacting you or the vehicle is not removed, this may be removed, and the cost of removal and storage will be at the permit holder's expense.
S.	If you fail to adhere to signage and find your vehicle is missing, it may be because your vehicle has been towed away. The Community Support team should be contacted on 811866 to assist in locating your vehicle.
T.	I must notify the Parish if my contact details change so the Community Support Team can contact me easily in case of enquiries.
U.	I understand if my car has broken down in a residents parking zone, I need to report this to the Parish wardens on 01534 811866 email: <a href="mailto:communitysupport@sthelier.je">communitysupport@sthelier.je</a>
V.	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, I may be liable to a fine not exceeding level 2 on the Criminal Justice (Standard Scale of Fines) (Jersey) Law, 1993.

The fee is payable on collection of your permit only. Please do not enclose 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:**

## **Guidance Notes**

### **Am I entitled to apply for a Resident's Permit?**

Yes, if you reside in a zone and keep a vehicle for personal use. You may only have one permit at any given time, and you may only use it in the vehicle for which it was issued.

### **I own a business; am I entitled to 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 with a business are not eligible for a Business Permit.

### **I have off-street parking, am I entitled to a permit?**

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

### **I have a work vehicle; am I entitled to a permit?**

Yes you can, providing it is not a commercial vehicle with an unladen weight exceeding 1,600kgs and is less than 6'6" (2 metres) wide. You must provide a letter from the company to confirm you have sole use of the vehicle. Please note that all vehicles in the zone must be able to be parked within the marked bays without overhanging adjacent bays.

### **How do I apply for a Residents or Business parking permit?**

Application forms are available online at [www.sthelier.je](http://www.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 long do I have to wait for my permit?**

The waiting lists for the various zones vary and it is 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.

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

St Marks', St Thomas, and Cheapside zones £459.34 inc. GST.

Richmond Road £229.00 inc. GST.

Business permits £338.75 inc. GST. And regardless of zone

Please note the price of permits may change on an annual basis.

### **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.

The parish may cordon off spaces for essential works only. This should be requested 48 hours prior to the permit start date, to ensure that the correct signage and cones are in place. Please contact the Community Support Team on 01534 811 866 for information.

### **What happens if I change my vehicle or contact information?**

Contact the Customer Service Team on 01534 811733 or by email at [rpz@sthelier.je](mailto:rpz@sthelier.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.

Please bring your new registration document into the Town Hall once it has been updated, together with your current permit and a newly completed application form 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 for the unused period on your permit.

### How is the scheme policed?

The Community Support Team, St Helier's Honorary Police, Road Inspectors and others duly authorised by the Connétable regularly patrol the zones.

The parish will make regular checks of the details submitted on any 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 anyway 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 [www.sthelier.je](http://www.sthelier.je). You can also contact the Customer Services Team on 01534 811733 or by email at [rpz@sthelier.je](mailto:rpz@sthelier.je). The direct helpline number for the Community Support Team is 01534 811866. Alternatively, please feel free to pop in to the Town Hall and speak to one of the Customer Services Team between Monday and Friday, 08:45 - 16:45.

For further information regarding the law, please proceed to the Jersey Law website ([www.jerseylaw.je](http://www.jerseylaw.je)) and search for 'Road Traffic (St. Helier) (Jersey) Order 1996'. The section applicable for the Residents' Parking Scheme is 'Part 4'.

### **Important Information**

**The Parish reserves the right to cordon or section off spaces and/or roads when cleaning, essential maintenance or works are required on land or property situated within a zone without further notice. Therefore, you may be asked to move your vehicle to a different location, in which case notices will be posted in the street affected and/or 'No Waiting' cones may be placed alongside parked vehicles. Please note that the suspension of RPZ parking bays to allow for works to take place is a service that is charged for, and this revenue helps defray the cost of administering the scheme.**

**To allow for the moving of vehicles, when necessary, it is important that permit holders provide the Parish with up-to-date contact information (email address and mobile phone number, if possible, please) as if a vehicle needs to be moved and the permit holder cannot be contacted the vehicle will be removed by the Parish at the owner's expense.**

**Please note that should you be away from the island; you should ensure that there is provision for your vehicle to be moved. Please contact 811866 or email: [communitysupport@sthelier.je](mailto:communitysupport@sthelier.je) if you have any queries about this.**

Privacy: The Parish is a 'controller' under the Data Protection (Jersey) Law 2018, and we process and hold your information in order to administer the Residents Parking Zone Scheme. Below, we explain what we collect; how we will use your information; and what your rights are.		
We collect: your personal details in order to administer the Residents Parking Zone Scheme under the Road Traffic (St Helier) (Jersey) Order 1996.	We will retain your data in accordance with our retention schedule for administering the Residents Parking Zone Scheme.  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.	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).