

# Principles of Operation for Community Parking Management Schemes (CPMS)

## 1. OVERVIEW

- 1.1 Community Parking Management Scheme's (CPMS) are generally developed following discussions with residents, businesses and other stakeholders to address parking problems, improve road safety for all highway users, improve access and parking for the disabled and finally to give residents some priority in parking their cars as close as possible to their property.
- 1.2 Sunderland City Council is responsible for the implementation and operation of parking management schemes in the city.

## 2. GENERAL PRINCIPLES

- 2.1 The following points provide a summary of the general principles of operation of the CPMS.
  - As part of the permit application process you agree to abide by the terms and conditions set out in this document. **Please ensure you have read and fully understood the content before agreeing to the terms and conditions as part of the application process.**
  - Sunderland City Council will operate CPMS by way of the use of permits. These permits will be either Residents Permits; Business Permits; Visitor Permits; Dispensation Permits; or Supplementary Scratch Card Permits.
  - Residents and businesses with a postal address within a CPMS area are entitled to apply for parking permits if they wish to park their vehicle(s) on the public highway during the days and hours that parking restrictions apply.

- There will be some developments that will not be eligible for inclusion in CPMS if access to parking for that development is deemed to be private.
- Eligible residents may apply for up to 5 vehicular Residents Permits per household, plus 1 Visitor Permit.
- Eligible businesses may each apply for 1 Business Permit without the need to make an operational case for a permit, Additional permit requirements, up to a maximum of 5 permits, will require an operational case to be made. The issue of additional permits from numbers 2 to 5 will be subject to the discretion of the Parking Manager and staff.
- It is not the intention of the scheme to cater for commuter parking.
- A permit allows the holder to park a vehicle in a specific CPMS area designated for permit parking as identified on the permit.
- Permit parking does not reserve or guarantee spaces exclusively for each permit holder.
- Each Resident and Business permit will be 'registration specific'. This means that only one vehicle registration is allowed per permit and the permit is not transferable.
- The Visitor, Dispensation and Scratch Card permits are not registration specific and are transferable.
- To obtain a permit, proof of residency and a copy of a current vehicle registration Document, together with any specific requirements for the type of permit required, may be requested.
- The applicant must agree to be bound by the terms and conditions of the scheme before a permit will be issued.

- We will in most cases, where documents are requested, accept photocopied documents as proof of residency and vehicle ownership. However, we reserve the right to ask you to provide original documents in cases where, for example, you are not on the electoral roll.
- Residents' and businesses with a postal address within a CPMS area are entitled to apply for books of Scratch Card Permits. These are issued up to a limit of 6 books per annum for eligible households and up to a limit of 30 books per annum for eligible businesses.
- Blue Badge holders who are residents within a CPMS area may apply for a Visitor's Permit which will be issued free of charge.
- Blue Badge holders will be able to park in any area providing they abide by the rules of the National Blue Badge Holder scheme.
- Blue Badge holders who are residents within a CPMS area may apply for a registration specific vehicular permit free of charge. Please note: this permit will be issued to the badge holder's vehicle only and replaces the need to display their Blue Badge when parking within the scheme during the restricted hours. Vehicle ownership documentation may be requested.
- Non-Blue Badge holder residents who require regular long-term care may apply for a Visitor's Permit which will be issued free of charge providing a letter from a Doctor/Hospital Consultant or Adult and Social Care, for example, is received supporting the application.
- Motorcycles and Invalid Carriages will be exempt from the CPMS parking restrictions and can park free of any charges within the CPMS areas.

- An administration fee is payable for the provision of parking permits. The fee covers the purchase, processing and administration costs associated with permit issue and will apply for a full year or part thereof. No pro rata payments are available, and no refunds will be given after a permit has been processed and issued. All permits have an expiry date printed on them. Please see section 4.12 which details the scheme year for each permit area.
- If you purchase a permit after the commencement of the scheme year the permit will only be valid for the remaining months of that scheme year, there are no pro rata payments available and no refunds will be given after a permit has been processed and issued. Please see section 4.12 which details the scheme year for each permit area.
- A fee is payable for the replacement of a temporary, lost, stolen or destroyed permit. If a temporary permit is issued and then replaced with a permanent permit, then only one charge will accrue.
- All fees in connection with CPMS are set by Sunderland City Council and the City Council reserves the right to modify the fees at any time.

The Council will issue a reminder by email and/or SMS when applications are open. Please ensure you include an email and/or mobile telephone number when making your application online to enable us to do this. Please note if no email or mobile telephone number is recorded the Council will be unable to contact you to remind you your permit is due for renewal. Alternatively, you can apply for your new permit 1 month before the expiry date printed on the front of the current permit.

- It is the responsibility of the vehicle owner to ensure that a valid permit is clearly visible through the windscreen of their vehicle at all times when parked in those areas and at those times where parking is permitted for permit holders only. Where the vehicle is

not fitted with a windscreen or dashboard the permit must be displayed in a conspicuous position.

- You must clearly display the permit, with the face side of the permit (showing the permit details) clearly visible at all times.
- Continuous loading or unloading activity must be apparent otherwise a Penalty Charge Notice may be served. In the case of vehicles used for commercial purposes a 20-minute period of observation will be given, and private motor vehicles will be given a 5-minute period of observation.
- **Vehicles must be licensed. It is an offence under the Vehicle Registration Act 1994 (Section 29) to use or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed, and it is also an offence to use or keep such a vehicle on the public road if the licence is not displayed on the vehicle.**
- Sunderland City Council reserves the right to suspend, modify or remove a parking permit, Parking Management area or scheme.

### **3. OPERATION OF THE COMMUNITY PARKING MANAGEMENT SCHEME**

- 3.1 Days/Hours of Operation** - The restrictions within the CPMS are as displayed on gateway signs, repeater signs within the area will also serve as a reminder that you are within a CPMS area. Only vehicles displaying permits are permitted to park in the CPMS areas during the restricted period(s). Vehicles not displaying a valid permit may receive a charge by way of a Penalty Charge Notice. There is no recognition of Bank Holidays which are to be treated in the same way as the day it falls on.

## **4. PERMITS**

**4.1 General.** A permit allows the holder to park a vehicle without restriction in the relevant CPMS area indicated on the permit. CPMS parking in any particular area does not reserve places exclusively for each permit holder, so a parking space is not guaranteed. There is also no guarantee that any space available will be adjacent to the residents' or business property, but with the removal of parking by non-permit holders, such as commuters, there should be a much greater availability of kerbside parking space.

**4.2. Eligibility.** Any resident or business with a postal address within any of the CPMS designated areas is eligible for a permit, subject to the restrictions detailed in this document. Non car-user residents may also request to purchase a Visitor Permit. However, parking permits will not be issued if:

- You own a property within a CPMS area but live elsewhere.
- Your vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA) or the foreign equivalent.

**4.3 Vehicle Type and Size.** Permits are only issued to vehicles of the following types:

- Motor Car
- Commercial Vehicle

As long as the vehicle does not exceed:

- 2.10 metres in height
- 5.20 metres in length
- 1.95 metres in width
- 3.50 tonnes gross vehicle weight

We do recognise that larger vehicles are popular. If your vehicle exceeds the maximum size and weight, we will consider issuing a permit if you apply in writing.

Motorcycles and Invalid Carriages do not require a permit.

**4.4 Applying for a Permit.** To apply for a permit, the applicant needs to complete the appropriate online application form(s). This can be carried out:

- **On line** by logging onto the link below:  
<https://www.sunderland.gov.uk/article/12303/Apply-for-a-parking-permit-in-a-community-parking-management-scheme> and follow the on screen instructions.
- **In person** at City Hall, Plater Way, Sunderland. Assistance will be available (if required) to complete the online application.

## **CONTACT DETAILS**

### **Parking Services**

City Hall  
Plater Way  
Sunderland  
SR1 3AA  
Telephone: 0191 561 7835

Email: [pms@sunderland.gov.uk](mailto:pms@sunderland.gov.uk)

Holders of a temporary permit still enjoy the same privileges as full-term permit holders.

An administration fee is payable for the provision of parking permits. The fee covers the administration costs associated with permit issue and will apply for a full year or part thereof. No pro rata payments or refunds are available.

## **Renewal of Permits**

The Council will issue a reminder by email and/or SMS when applications are open. Please ensure you include an email and/or mobile telephone number when making your application online to enable us to do this. Please note if no email or mobile telephone number is recorded the Council will be unable to contact you to remind you your permit is due for renewal.

Alternatively, you can apply for your new permit 1 month before the expiry date printed on the front of the current permit.

**If you are applying for a Residents Permit only you must be able to supply the relevant documentary evidence as shown below:**

A resident may apply to the City Council for a parking permit as long as they are:

- The resident who permanently resides at that property
- They are the DVLA registered keeper of the vehicle
- The vehicle is registered at the address on the application form

You may be requested to supply ONE of the following:

- Council Tax Bill/ Statement; or
- Tenancy Agreement; or
- Rent Book
- A copy of the Blue Badge holder's vehicle registration document (if applying for a free vehicular permit)

And ONE of the following:

- Vehicle Registration Document; or
- Hire Agreement; or
- Lease Agreement; or



- For Company vehicles a copy of the Employer/Employee Agreement or a letter from employer (on company letterhead) confirming there is an agreement in place.

If you would like to apply for a permit, please see section 4.4 for details.

**Please ensure that your application is completed in full. If you do not tick the appropriate boxes or, if requested, fail to provide the relevant documentary evidence to support your application, the issuing of your permit(s) will be delayed.**

**If you are applying for a Visitor Permit only you must be able to supply the relevant documentary evidence as shown below:**

You may be requested to supply ONE of the following:

- A recent Council Tax Bill/ statement; or
- Tenancy/Lease Agreement; or
- Rent Book

And:

- A copy of both sides of the resident's valid Blue Badge (if applying for a free Visitor Permit)

If you would like to apply for a permit, please see section 4.4 for details.

**Please ensure that your application is completed in full. If you do not tick the appropriate boxes or, if requested, fail to provide the relevant documentary evidence to support your application, the issuing of your permit(s) will be delayed.**

**If you are applying for a Business Permit you must be able to supply the relevant documentary evidence as shown below:**

Eligible businesses may apply for 1 Business Permit without the need to make an operational case for a permit, additional permit requirements, up to a maximum of 5 permits, will require an operational case to be made. The issue of additional permits from numbers 2 to 5 will be subject to the discretion of the Parking Manager and staff.

You may be requested to supply the following:

- Proof of Business address (i.e. letterhead documentation)
- Company Registration number included on the application form
- Application to be signed by at least one company director

If you would like to apply for a permit, please see section 4.4 for details.

**Please ensure that your application is completed in full. If you do not tick the appropriate boxes or, if requested, fail to provide the relevant documentary evidence to support your application, the issuing of your permit(s) will be delayed.**

**If you are applying for a Dispensation Permit you must be able to supply the relevant documentary evidence as shown below:**

- Proof of address (i.e. letterhead documentation)
- Company Registration number included on the application form
- Application to be signed by at least one company director

And:

A letter supporting the application for a Dispensation Permit.

The cost of the Dispensation Permit is £60 per annum. Dispensation Permits have been specifically introduced for official visitors and other individuals where there is a necessity to visit or carry out works at properties within the Parking Management Scheme area.

If you would like to apply for a permit, please see section 4.4 for details.

**Please ensure that your application is completed in full. If you do not tick the appropriate boxes or, if requested, fail to provide the relevant documentary evidence to support your application, the issuing of your permit(s) will be delayed.**

### **To apply for Scratch Card Permits**

A resident may purchase a book or books as long as they permanently reside at a property within the parking scheme area.

A business may purchase a book or books as long as the business operates from premises eligible for a parking permit within the parking scheme area.

The cost of a book is £10.00 (each book contains 10 vouchers). Residents and businesses with a postal address within a CPMS area are entitled to apply for books of visitors' parking scratch card permits, up to a limit 6 books per annum for eligible households, and up to a limit of 30 books per annum for eligible businesses.

Books can be purchased Online, at the Customer Service Centre or by contacting Parking Services (see 4.4 for contact details).

**The same documentary evidence may be required when purchasing Scratch Card Permits as used by residents or businesses when applying for a Residents Permit or Business Permit.**

## 4.5 Renewing a Permit

A reminder by email and/or SMS will be sent when applications are open. Please ensure you include an email and/or mobile telephone number when making your application online to enable us to do this. Please note if no email or mobile telephone number is recorded the Council will be unable to contact you to remind you your permit is due for renewal. Alternatively, you can apply for your new permit 1 month before the expiry date printed on the front of the current permit. It is the responsibility of the eligible permit holders to ensure that their renewal application is submitted before their current permit expires. Permits will normally be issued within 10 working days of receipt of the application. Renewal applications will not be accepted more than 4 weeks before the expiry date of the current permit.

Should insufficient time be allowed for the issue of a permit it is expected that the permit holder would make use of Supplementary Scratch Card parking permits during this period until the new permit is issued and displayed as per the CPMS permit display conditions. It should be noted that additional Supplementary Scratch Card parking permits over and above the normal allocation for the CPMS may be issued at the discretion of the Parking Manager and Staff.

New permits should be used as soon as they are purchased, even if the old permit has not expired. When a permit expires, the resident should ensure it is destroyed. Vehicles that do not display a valid parking permit may receive a Penalty Charge Notice if parked in streets subject to a CPMS during the period(s) of operation.

If you fail to renew your permit and you continue to use the expired permit a Penalty Charge Notice may be issued.

Permit renewals can be made online, or at the Customer Service Centre, please see section 4.4. for details.

**4.6 Number of permits.** The maximum number of permits that may be issued per residency is restricted up to a maximum of 5 for registered vehicles at an address and a single Visitor Permit. Separate arrangements also exist for resident Blue Badge holders eligible for a parking permit and reside within a CPMS area as well as residents that require ongoing long-term care.

Residents are not entitled to apply for additional permits in excess of the maximum permit allocation specified. Permits are issued to residents at an address on a first come first served basis. The City Council cannot and will not be involved in any disputes between multiple residents living at one address. The City Council also reserves the right to change the number of permits issued per household at any time in order to continue to fulfil the criteria for a CPMS.

**4.7 Displaying the permit.** It is the responsibility of the vehicle owner to ensure that the details on the permit are correct. It is the responsibility of the vehicle owner to ensure that a valid permit is clearly visible through the windscreen of their vehicle at all times when parked in those areas and at those times where parking is permitted for permit holders only. Where the vehicle is not fitted with a windscreen or dashboard the permit must be displayed in a conspicuous position.

You must clearly display the permit, with the face side of the permit (showing the permit details) clearly visible at all times. Failure to display the permit correctly may result in the issue of a Penalty Charge Notice. Persistent offenders may be liable to the removal or cancellation of their parking permit.

**4.8 Loss of permit.** If a permit is lost or spoiled, a replacement must be obtained from the issuing authority. The replacement will be valid until the expiry date of the original permit.

You should apply online at the earliest opportunity, or by visiting the Customer Service Centre (see 4.4 for contact details).

On receipt of confirmation the Council will cancel the existing permit and issue a new permit to you. If the original permit is used after cancellation a Penalty Charge Notice may be issued.

Please note there is an administration cost of £10 when a lost/spoilt permit is replaced.

- 4.9 **Stolen permit.** If a permit is stolen, a replacement must be obtained from the issuing authority. The replacement permit will be valid for the life of the original permit that was stolen. The theft of the permit should be reported to the Police and a crime number obtained from the Police, as the City Council may request this information before a replacement permit will be issued.

You should apply online at the earliest opportunity, or by visiting the Customer Service Centre (see 4.4 for contact details).

On receipt of confirmation the Council will cancel the existing permit and issue a new permit to you. If the original permit is used after cancellation a Penalty Charge Notice may be issued.

Please note there is an administration cost of £10 when a lost/spoilt permit is replaced.

#### 4.10 **Change of vehicle**

If a registered vehicle is replaced before its permit expires, the existing permit must not be altered. A new permit must be obtained completing the online application or contacting Parking Services and by returning the current permit, along with proof of new vehicle details. There is a small administration fee of £10 payable for the issue of the new permit.

Failure to return the original permit will result in the full charge being made for the new permit.

Where an applicant cannot produce suitable documentation linking the new vehicle to the property, then on receipt of the normal administration fee for this change they may, at the discretion of the City Council, be issued with a temporary permit valid for one calendar month from the date of issue. On subsequent production of suitable documentation within this period, the temporary permit will be exchanged for a full permit at no extra charge.

If suitable documentation is not produced when requested, the temporary permit will lapse, and no further permits shall be issued until suitable documentation is provided. Any further application will then be regarded as a new application and must be accompanied by the appropriate charge.

You should apply online at the earliest opportunity, or by visiting the Customer Service Centre (see 4.4 for contact details).

On receipt of confirmation the Council will cancel the existing permit and issue a new permit to you. If the original permit is used after cancellation a Penalty Charge Notice may be issued.

#### **4.11 Change of Residency**

If your situation changes and you no longer require the permit(s) i.e. you move to a new house, then you should return the permit(s) with written confirmation at the earliest opportunity. (see 4.4 for contact details).

Any outstanding permits will become void and the use of such permits may result in the issue of a Penalty Charge Notice. There is no termination fee, and due to the administration costs involved, no pro-rata refunds are available.

## 4.12 Cost of Permits

An administration fee is payable for the provision of parking permits. The fee covers the administration costs associated with permit issue and will apply for a full year or part thereof. No pro rata payments are available and no refunds will be given after a permit has been processed and issued . All permits have an expiry date printed on them.

Please see information below which details the permit period that applies for each Community Parking Management Scheme (CPMS).

Please note: if you purchase a permit after the commencement of The scheme year the permit will only be valid for the remaining months of that scheme year there are no pro rata payments available.

### **The permit scheme year for each CPMS is as follows:**

- Sunderland Royal Hospital – 1 January to 31st December
- Stadium of Light – 1<sup>st</sup> August to 31<sup>st</sup> July
- Newcastle Road/Seaburn Corridor – 24<sup>th</sup> April to 23<sup>rd</sup> April
- Ashbrooke/Thornholme Road – 1<sup>st</sup> August to 31<sup>st</sup> July
- Barbury Drive – 1<sup>st</sup> April to 31<sup>st</sup> March
- Ferryboat Lane – 1<sup>st</sup> August to 31<sup>st</sup> July
- University/Millfield Area – 1<sup>st</sup> November to 31<sup>st</sup> October
- Howick Park – 1<sup>st</sup> April to 31<sup>st</sup> March
- Northcote Avenue – 1<sup>st</sup> September to 31<sup>st</sup> August
- Seaburn Metro/Newcastle Road – 24<sup>th</sup> April to 23<sup>rd</sup> April

### **Renewal of Permits**

Please note: The Council will issue a reminder by email and/or SMS when applications are open. Please ensure you include an email and/or mobile telephone number when making your application online to enable us to do this.



Please note, if no email or mobile telephone number is recorded the Council will be unable to contact you to remind you your permit is due for renewal. Alternatively, you can apply for your new permit 1 month before the expiry date printed on the front of the current permit.

A fee of £10 is payable for the replacement of a temporary, lost, stolen or destroyed permit. If a temporary permit is issued and then replaced with a permanent permit, then only one charge will accrue.

### **Permit Administration Charges**

An administration fee is payable for the provision of parking permits. The fee will apply for a full year or part thereof. No pro rata payments are available, and no refunds will be given after a permit has been processed and issued. All permits have an expiry date printed on them.

If you purchase a permit after the commencement of the scheme year the permit will only be valid for the remaining months of that scheme year, there are no pro rata payments available and no refunds will be given after a permit has been processed and issued.

Please see section 4.12 above which details the scheme year for each permit area.

The charges are shown in the table below. Please note these amounts may be subject to change.

<b>Resident Permit per Household</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>1<sup>st</sup> Vehicular Permit</b>	<b>Free</b>
<b>2<sup>nd</sup> Vehicular Permit</b>	<b>£20.00</b>
<b>3<sup>rd</sup> Vehicular Permit</b>	<b>£40.00</b>
<b>4<sup>th</sup> Vehicular Permit</b>	<b>£60.00</b>
<b>5<sup>th</sup> Vehicular Permit</b>	<b>£80.00</b>

<b>Visitors Permit</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>1 x Permit</b>	<b>£40.00</b>

<b>Business Permit</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>1<sup>st</sup> Permit</b>	<b>£50.00</b>
<b>Permit Numbers 2 – 5</b>	<b>£50.00</b>

<b>Scratch Card Permits</b>	<b>Cost per Book</b>
<b>1 x Book (10 daily permits per book)</b>	<b>£10.00</b>

<b>Dispensation Permit</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>Permit(s) On Application</b>	<b>£60.00 per permit</b>

<b>Care Providers</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>Resident Visitor Permit (Written confirmation from care provider or GP will be required as part of the application process)</b>	<b>Free</b>

<b>Blue Badge Holders</b>	<b>Cost of Permit per annum (or part thereof)</b>
<b>Visitor Permit (Blue Badge details will be required as part of the application process)</b>	<b>Free</b>
<b>Vehicular Permit (Blue Badge details and vehicle registration confirmation may be required)</b>	<b>Free</b>

Blue Badge holders who are residents within a CPMS area may apply for a registration specific vehicular permit free of charge. Please note: this permit will be issued for the badge holder's vehicle only and replaces the need to display their Blue Badge when parking within the scheme during the restricted hours. Vehicle ownership documentation may be requested.

#### **4.13 Conditions of Use**

Some parking permits are registration specific and are not transferable. These permits are Residents' Permits and Business Permits. The other permits are not registration specific and are transferable i.e. Visitor Permits, Dispensation Permits and the Supplementary Scratch Card Permits.

Permits of all classes are not for re-sale under any circumstances. Only permits issued by the City Council are valid for use within a CPMS area in Sunderland.

Permits are only valid on receipt of the correct fee. If payments do not clear, any issued permit will not be valid, and the user is liable to receive a Penalty Charge Notice. No further permits will be issued until the correct payment has been cleared.

The permit does not allow you to park on any waiting restriction (i.e. yellow lines) within the permit area.

When applying for a permit of any description applicants will be required to tick an appropriate declaration agreeing to the Terms and Conditions set out in the Principles of Operation before permits are issued.

Please ensure you have read and understood the content of this document before submitting a permit application and agreeing to the terms and conditions.

Any person knowingly making a false statement for the purposes of obtaining a parking permit may be prosecuted under the Road Traffic Regulation Act 1984. See Section 13 relating to fraud.

#### **4.14 Payment details**

Once the required online application form(s) are complete and the applicant has agreed to the Terms and Conditions, any required payment will be requested to complete the online process. Please note if payment is not made as part of the application process a permit will not be issued.

Payment can be made either:

- **On-line with a credit or debit card**
- **In person** at the Customer Contact Centre, see 4.4 for contact details.

### **5 RESIDENT PARKING PERMITS (REGISTRATION SPECIFIC)**

- 5.1 Residents' parking permits are available to residents with a postal address within a designated area, subject to the conditions outlined in this document.
- 5.2 A valid Residents' Parking Permit entitles the permit holder to park in a designated CPMS area.

- 5.3 Residents' Parking Permits are vehicle specific and cannot be transferred between vehicles, even if the vehicles are registered at the same address.
- 5.4 Residents' parking permits are issued on an annual basis.
- 5.5 If you live in a property within the parking permit area and you wish to park your vehicle(s) on the road during the days and hours the parking restrictions apply, you may apply for a Resident's Parking Permit for each vehicle up to a limit of 5 vehicle permits per household.
- 5.6 The permit does not guarantee a space outside of your property; however, it does provide an exemption from the parking restrictions in your area.
- 5.7 The permit allows you to park in the particular permit area shown on the permit, during the days and hours of the CPMS.
- 5.8 The permit does not allow the holder to park on areas governed by loading and waiting restrictions when they are in force within the CPMS areas.
- 5.9 There will be some developments that will not be eligible for inclusion in a CPMS scheme if access to parking for that development is deemed to be private.
- 5.10 Blue Badge holders who are residents within a CPMS area may apply for a registration specific vehicular permit free of charge. Please note: this permit will be issued for the badge holder's vehicle only and replaces the need to display their Blue Badge when parking within the scheme during the restricted hours. Vehicle ownership documentation may be requested.

## **6 VISITOR PARKING PERMITS (NON - REGISTRATION SPECIFIC)**

- 6.1 Only one Visitor Permit is allowed per household.
- 6.2 A Visitor Permit is available for bona fide visitors and will only be issued to eligible residents with a postal address within a designated area, subject to the conditions outlined in this document.
- 6.3 If you live in a property within the parking permit area, and you have visitors coming to your property who wish to park their vehicle on the road during the days and hours the parking restrictions apply, you may apply for a Visitor Parking Permit.
- 6.4 Only someone who permanently resides in a property within the parking permit area can apply for a Visitor Permit.
- 6.5 Visitor Permits allow a visitor to park within the designated area shown on the permit, during the days and hours when the parking restrictions apply.
- 6.6 Visitor Permits are non-vehicle specific and are transferable. It is the responsibility of the vehicle user to ensure that the permit is clearly displayed whilst parked in an area where parking is permitted by permit-holders only when restrictions apply.
- 6.7 The Visitor Permit does not guarantee a space outside of your property; however, it does provide an exemption from the parking restrictions in your area. The permit does not have a vehicle registration number printed on it and can only be used when someone is visiting your property.
- 6.8 Residents within the parking management scheme area who have a valid Blue Badge may apply for a Visitor Permit free of charge.

- 6.9 The Visitor Permit should be retained by the resident and handed out to visitors, on an as and when required basis to be displayed in the visitor's vehicle.
- 6.10 On those occasions when a number of visitors arrive, and visitors' vehicles will occupy kerbside parking space within a CPMS area, use should be made of the Scratch Card Permits.
- 6.11 The permit does not allow the holder to park on loading and waiting restrictions when they are in force within the CPMS areas.
- 6.12 Blue Badge holders who are residents within a CPMS area May apply for a Visitor's Permit which will be issued free of charge.

## **7 BUSINESS PERMITS (REGISTRATION SPECIFIC)**

- 7.1 Businesses with a postal address within a parking area in the CPMS may apply for Business Parking Permits subject to the conditions outlined in the document.
- 7.2 If a business premises is located within a CPMS area and has day to day ongoing operational requirements during the days and hours that the CPMS is in force, which means they need to park on the road during the hours the restrictions apply, the business can apply for a single Business Permit without providing any operational requirements.
- 7.3 If any additional permits are required then they will only be issued for a vehicle essential to the operation of a business during the operational hours of the scheme, and an operational requirement will need to be provided.

- 7.4 The Parking Manager and staff will decide on the number of additional permits to be issued based on the supporting information provided.
- 7.5 Permits will not be issued to vehicles used solely for commuting to or from work.
- 7.6 Business Permits are for use with vehicles owned or hired or leased to a business, or registered to employees of the business, and must comply with the type and sizes specified in the 'Vehicles Type and Size' section.
- 7.7 The maximum number of permits issued per business is the same as would be issued to a domestic residence in the same area, i.e. up to 5 vehicular permits, subject to operational requirements and not solely for commuter parking requirements. This entitlement is irrespective of the size of the business or the availability of off-street parking facilities.
- 7.8 Any business requesting a Business Parking Permit(s) should submit their request in writing. All requests should be submitted on company-headed paper and must be signed by a Company Director.
- 7.9 Their issue is reviewed on an annual basis and the permit may be withdrawn without notice should circumstances change.
- 7.10 Visitors to, and customers of, the business are expected to park using the limited waiting parking bays or areas outside the relevant parking area.
- 7.11 Should the above criteria be deemed inappropriate due to particular circumstances; the City Council is prepared to consider other options. The above list is not exhaustive and such consideration may be made where appropriate.



- 7.12 A business run by a resident at their residential address is not eligible for the issue of a Business Parking Permit(s) in addition to their residents' parking permit(s).
- 7.13 All applications for permits must be received via the business address and not from individual employees.
- 7.14 On those occasions when a number of visitors arrive, and visitors' vehicles will occupy kerbside parking space within a CPMS area, use should be made of the Supplementary Scratch Card Permits.
- 7.15 The permit does not allow the holder to park on loading and waiting restrictions when they are in force within the CPMS areas.

## **8 SUPPLEMENTARY SCRATCH CARD PERMITS (NON-REGISTRATION) SPECIFIC**

- 8.1 Supplementary scratch cards have been introduced to meet the resident(s) needs (i.e. family gatherings, social occasions etc), support additional business and community requirements and supplement the existing Visitor Permits.
- 8.2 Residents will be able to buy up to 6 books of permits (60 permits in total) per household.
- 8.3 Businesses will be able to buy up to 30 books of permits (300 permits in total).
- 8.4 Each permit will be valid for 1 day only and have to be completed as per the instructions contained on the booklet and individual permit.
- 8.5 Individual permits are transferable and can be used during the restricted period(s).

8.6 The permit does not allow the holder to park on loading and waiting restrictions when they are in force within the CPMS areas.

## **9 DISPENSATION PERMITS (NON-REGISTRATION SPECIFIC)**

9.1 Dispensation permits have been specifically introduced for official visitors or individuals where there is a necessity to visit or carry out works at properties within the Parking Management Scheme area.

9.2 Organisations and individuals that have a day to day ongoing operational requirement to visit residents within the parking scheme can apply for a Dispensation Permit(s). These permits will be issued at the discretion of the Parking Manager at a cost of £60 per permit per annum.

9.3 The permit does not allow the holder to park on loading and waiting restrictions when they are in force within the CPMS areas.

## **10 BLUE BADGE HOLDERS**

10.1 All Blue Badge Holders are exempt from the CPMS restrictions as long as they display a valid Blue Badge when parking within the area.

10.2 Blue Badge holders are allowed to park on a highway governed by waiting restrictions up to a limit of 3 hours. The badge must be clearly displayed with the expiry date and serial number visible and the parking disc should indicate the time of arrival providing there are no loading restrictions in place.

10.3 Blue Badge holders cannot park on a loading restriction when it is in force; normally indicated by one or two yellow marks on the kerb with the times the restriction is in force shown on post-mounted plates adjacent to the restriction.

10.4 Residents within the CPMS area who have a valid Blue Badge may also apply for a Visitor Permit free of charge.

10.5 Other conditions as laid down in the Blue Badge scheme also apply.

10.6 Blue Badge holders who are residents within a CPMS area may apply for a registration specific vehicular permit free of charge. Please note: this permit will be issued for the badge holder's vehicle only and replaces the need to display their Blue Badge when parking within the scheme during the restricted hours. Vehicle ownership documentation may be requested.

## **11 RESTRICTIONS AND EXEMPTIONS**

### **11.1 Type of vehicle:**

- **Caravans and trailers.** Caravans and trailers or any other non-motorised vehicle are not permitted to be parked on the highway in the CPMS areas. Details of any caravan, trailer or any other non-motorised vehicle so parked may be passed to the Police who may charge the owner with obstruction under Section 42 of the Road Traffic Act 1988.
- **Motor homes.** Motor homes are permitted to park in a CPMS area provided that a valid permit is displayed in the windscreen, and that they comply with the requirements of the 'Vehicle Type and Size' section.
- **Breakdown vehicles.** Breakdown vehicles whilst in the course of their duty are exempt from the requirement to display a permit. Unattended breakdown vehicles not displaying a permit, during the days and hours of the CPMS, are liable to receive a Penalty Charge Notice.

- **Courtesy cars.** Where a car is registered as within the CPMS and has a valid permit, is away for repair and a courtesy car is in use, the courtesy car must still be covered by a valid permit when parked in an area designated for permit holders. Where a resident's car is away for repair and a courtesy car is in use, the resident may use their Visitor Permit or alternatively they can contact Parking Services and request a temporary permit for the courtesy car. The temporary permit will be time limited.

Evidence will need to be submitted detailing the vehicle registration etc. in the form of, for example, a courtesy car agreement. Your Visitor Permit may be used for this purpose. However, if for whatever reason you are unable to use your Visitor Permit you will need to contact Parking Services to apply for a temporary permit for the period of time required. Please note during this temporary period the permanent permit will be invalid and cannot be used. If the permanent permit is observed being used during this period, a Penalty Charge Notice may be issued.

- **Hire cars.** Any hire vehicle in the possession of a Resident or Business Permit, whether used instead of or as well as a registered vehicle, must be covered by a valid permit. This can be a Resident's or a Visitor Permit. If a hire vehicle is in use by a resident for a significant length of time, the resident may apply for a change of registered vehicle. The usual change of vehicle administration fee is payable. Your Visitor Permit may be used for this purpose. However, if for whatever reason you are unable to use your Visitor Permit you will need to contact Parking Services to apply for a temporary permit for the period of time required. Please note during this temporary period the permanent permit will be invalid and cannot be used. If the permanent permit is observed being used during this period, a Penalty Charge Notice may be issued.

- **Company cars / Works vehicles.** Company cars, lease cars and other company vehicles are treated in exactly the same manner as a resident's own vehicle, with the exception that proof must be provided that the vehicle is in the custody of the resident. This should take the form of a letter from the company giving the name and address of the person using the vehicle and the registration mark, make, model and colour of that vehicle.

There are no specific exemptions for these classes of vehicle, and extra permits over and above the permitted allocation of permits for a particular address will not be issued. In instances where the company car has replaced a private vehicle registered at the applicant's address, the normal rules and fee for the change of vehicle are applicable. Company vehicles must comply with the requirements of the 'Vehicle Type and Size' section.

Your Visitor Permit may be used for this purpose. However, if for whatever reason you are unable to use your Visitor Permit you will need to contact Parking Services to apply for a temporary permit for the period of time required. Please note during this temporary period the permanent permit will be invalid and cannot be used. If the permanent permit is observed being used during this period, a Penalty Charge Notice may be issued.

- **Emergency Services.** There is no restriction on parking for emergency service vehicles subject to them being 'marked' vehicles. Un-marked emergency service vehicles, whilst technically exempt from the Regulations, are liable to receive a Penalty Charge Notice if they park in a CPMS area when parking restrictions apply. If a Penalty Charge Notice is issued to an unmarked vehicle being used by the emergency services in the course of their duties, the Penalty may be cancelled on appeal provided that relevant documentary evidence is provided. An official headed letter confirming that the vehicle was being used by the emergency services in the course of their duties at the time of the contravention is required in order for the Penalty Charge Notice to be cancelled.

- **Taxis.** There are no exemptions for taxis whilst in the course of their business, whether hackney carriage or private hire, other than stopping to allow passengers to board or alight or waiting for up to the allowed waiting period. Taxis owned or kept by residents in a parking area will be treated as company cars.
- **Foreign registered vehicles.** There are no specific exemptions for foreign registered vehicles.
- **Removal vehicles** - Removal vehicles are allowed to park within a CPMS area on condition that they are actively loading or unloading. Any such vehicle not obviously in the process of loading or unloading may receive a Penalty Charge Notice. There is no facility for the reservation of space outside a particular property in order to allow access for a removal vehicle. The responsibility for arranging suitable space with neighbours lies with the resident.

## 11.2 Specific users:

- **Emergency repairs / Callouts (non-emergency services).** Trade vehicles attending residents' properties on an emergency call-out basis should, if possible, display a valid Visitor Permit or a Supplementary Scratch Card permit. Failure to display a valid permit may result in the serving of a Penalty Charge Notice.
- **Regular Carers.** Residents who require long term regular care may apply to the City Council for the issue of a free Visitor Permit, to allow parking for their carers within a particular CPMS area. A supporting letter from the resident's Doctor/Hospital Consultant or Adult and Social Care is required for an application under these terms. The permit is valid for up to one year. There is no fee for the issue of this permit, but a fee will be made for any replacement prior to the renewal date should the permit be lost, stolen or damaged.

The permit is not vehicle specific and may therefore be transferred between vehicles. It should be handed to carers when they arrive and be collected from the carers before they leave.

- **Health Workers.** Health workers attending residents on a non-regular basis should make use of available parking outside of the hours of parking restrictions if possible. Large organisations, such as hospitals, may apply for and be issued with a Dispensation Permit or Permits valid for all CPMS areas, for use by their staff whilst on official business. Issue of these permits is strictly limited and is at the discretion of Sunderland City Council, which reserves the right to cancel the permits or modify their conditions of use without notice.

If the permits are no longer required, then the City Council should be notified. If a Penalty Charge Notice is served upon a vehicle being used by a Health Worker, and the situation is such that the visit was an emergency callout, then the Penalty Charge Notice may be cancelled. This would be subject to the receipt of a letter from the Health Authority as part of the appeal process, explaining the situation and giving a suitable reason for the contravention. Any abuse of the system will result in the permit or permits being invalidated and withdrawn.

- **Doctors.** Doctors are not exempt from waiting/loading restrictions and must also adhere to the CPMS parking restrictions. Failure to comply with the waiting restrictions and CPMS parking restrictions may result in the issue of a Penalty Charge Notice. If an appeal against a Penalty Charge Notice is made, the penalty may be cancelled provided that the contravention was committed whilst the vehicle was on an emergency callout and that appropriate documentation is submitted to prove that the Doctor was on an emergency call and that it was essential for the vehicle to be parked for the period of time recorded.

- **Childcare** - Parking for the purposes of childcare, for example Nannies should be handled with the use of Visitor permits or Scratch Card permits. Drop-off and pick-up of children is permitted as long as the waiting time does not exceed the limited waiting time available in the CPMS area.
- **Registered Charities** - Registered charities included within the CPMS are subject to the same conditions as for other businesses.

### 11.3 Availability of parking space

- From time to time it may be necessary to restrict access to space within a CPMS area for the purposes of maintenance and/or road works, either at the location or in the vicinity. Whilst we regret the inconvenience this may cause; no refund of permit fees will be given for the times that space is unavailable.

### 11.4 Other restrictions in the CPMS areas

- Waiting restrictions that are within a CPMS area continue to be valid and enforceable. Permit holders are not exempt from any of these restrictions, and no special preferences are available to permit holders with respect to them. Failure to comply may result in the issue of a Penalty Charge Notice.
- Loading and unloading is allowed in the CPMS areas, for both permit holders and non-permit holders. Prohibition of loading restrictions may be in force along certain lengths of road within other areas of CPMS and will be indicated by a corresponding traffic sign and yellow kerb blips.

### 11.5 Other Circumstances

It is not possible to foresee every possible circumstance; therefore, it is acknowledged there may be extraordinary circumstances which are not covered under the above Principles of Operation.



In such instances a written application should be made to the Parking Manager who may, at their discretion, issue either of the above permit(s) at the appropriate charge if appropriate.

## **12 FRAUD**

- 12.1 There will be significant pressure on parking space in the CPMS areas, which may be exacerbated by applicants obtaining permits using false information. This document aims to ensure that measures are in place to allow only eligible residents and businesses to hold a current permit. Every effort is made to make it more difficult for non-eligible applicants to obtain a permit that they are not entitled to, for the benefit of those residents and businesses within a CPMS area.
- 12.2 Any person knowingly making a false statement for the purpose of obtaining a Business Parking Permit is liable to prosecution under section 115(2) of the Road Traffic Regulation Act, 1984. If you believe that someone is using a parking permit to which they are not entitled, please notify your issuing office. Alleged offences will be investigated accordingly. All notifications relating to the fraudulent use of parking permits will be treated in confidence. You should send written notification at the earliest opportunity to Sunderland City Council, Parking Services.

Please note that personal data e.g. name, address etc may be provided to bodies responsible for auditing and administering public funds for the purposes of preventing and detecting fraud. For more details see the Council's NFI Privacy Notice at [www.sunderland.gov.uk/article/15536/Privacy](http://www.sunderland.gov.uk/article/15536/Privacy)