

# Hillfield Residents' Parking Permit Scheme Renewal Application Form

Please complete the application form below if you wish to apply for either a resident permit or a book of visitor's permits. To enable us to process your permit application, please ensure that you have included the documentary evidence required.

<b>Title:</b>	<b>Surname:</b>
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<b>Forename(s):</b>
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<b>Address:</b>
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<b>Postcode:</b>
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<b>Daytime Tel:</b>
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<b>Email:</b>
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<b>Type of Permit Required:</b>
<b>A) Residents' Permits</b> (£135.00 per permit)
Please tick the number of permits required
1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/>
Resident permits will be issued free of charge to resident Blue Badge holders.
<b>B) Visitors' Permits</b> (£135.00 per book)
Please tick if you require a visitors' permit book
1 <input type="checkbox"/>



<b>Payment Details:</b>
Please write the total cost of the required permits below:
£

<b>Declaration and Signature:</b>
I hereby declare that the information provided by me is accurate and true.
<b>Signed:</b> _____
<b>Dated:</b> _____

## How to submit your application

- By post to:  
  
Parking Services Team, Solihull Council, Council House, Solihull, B91 9QT.
- By hand at the Solihull Connect walk in centre in Library Square, Solihull.

## Documentary Evidence Required:

(Please tick to indicate enclosures)

- Council Tax Documentation or Utility Bill (dated within last 3 months)
- Passport/Current Driving Licence (if aged over 65)
- Vehicle Registration Document (V5 / V5C) or Hire / Lease Agreement.
- Blue Badge (if Applicable)

Upon receipt of your copy we will securely destroy unless you request the copy to be returned to you

## How to Pay for your Permit(s)

- Through the post by cheque (made payable to Solihull MBC)
- At the Solihull Connect Walk in centre in Library square, Solihull by cheque ONLY.

# Hillfield Residents' Parking Permit Scheme

## Terms and Conditions

1. The permits, which remain the property of Solihull MBC, will only be issued upon receipt of an appropriate completed form and upon receipt of payment in full.
2. All permits will be issued for a period of 12 months and will be subject to an annual charge payable at the time of issue, unless indicated otherwise.
3. Vehicles must not be parked in anticipation of a permit being received or whilst awaiting a replacement or renewal.
4. Enforcement of the resident permit scheme will be the responsibility of the Council. Any vehicle not displaying a valid permit is liable to receive a Penalty Charge Notice.
5. A permit does not guarantee or reserve any parking space.
6. A permit must be displayed in such a fashion as to ensure that all relevant details can be read from the footway. You must ensure that the details on the permit remain legible. If they become unreadable, the permit must be returned to the Parking Services Team for a replacement.
7. A replacement permit may be issued on receipt of an application accompanied by a valid reason why the replacement is required. Where a replacement permit is issued the original will be revoked and a charge of £25 made to cover the administrative costs involved.
8. Solihull MBC reserve the right to withdraw a permit at any time.
9. A full copy of the Hillfield Resident Parking Permit Scheme Policy is available on written request to the Parking Services Team or via [parkingservices@solihull.gov.uk](mailto:parkingservices@solihull.gov.uk)
10. It is the permit holder's responsibility to ensure that the permit is always current and renewed before the expiry date.
11. Solihull MBC reserve the right to alter these terms and conditions at any time.