

Permit Management Rules Definitions:

- 1) **"Business"** means
  - a) A person, partnership, or corporation engaged in commerce, manufacturing, or a service; profit-seeking enterprise or concern.
  - b) A business premise located within the Parking Permit Zone:
  - c) Operation of a business within the Parking Permit Zone, but who do not reside in the areas.
  - d) The permits are intended for staff who require regular and frequent use of their vehicles during the normal day; they are not intended for staff who wish to park close to their businesses for the whole or most of the working day.
  - e) The business should not have any associated off-street parking.
  - f) For **"Discretionary Applications for Businesses"** see below
- 2) **"Business Parking Permit"** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry vehicle.
  - a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of one year from issue.
  - c) Only 1 business permit per vehicle will be issued. (See also Permit Management Rules - Business Permits - Every business within a permit zone will be eligible for 1 business permit)
  - d) Proof of Business Use and Business address will be required (see below).
  - e) A fee will be payable.
- 3) **"Business Visitor"** see visitor permit definitions
- 4) **"Carer"** means a person who:
  - a) Looks after a partner, family member or friend who depends on others for care and support.
  - b) Does not live at the household in the permit parking zone.
  - c) Does not fall under a **"Healthcare Professional"**.
- 5) **"Carer Permit"** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM) (up to max of 3), Make, Colour, Zone, unique reference number, date of expiry;
  - a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of one year from issue.
  - c) The vehicles will be owned by non-residents of the household the permit applies too.
  - d) There will be no entitlement to renew and new applications will be required annually.
  - e) The resident of the household must apply
  - f) Proof of residency must be provided
  - g) Proof of vehicle ownership to be provided (showing not a resident of the household)
  - h) Proof of care requirement must be given in a statement of need:
    - i) Proof over 65 and/or Proof of disability
    - ii) Declaration by the resident the need for carers.
- 6) **"Change of Address"** or **"Change of Vehicle"** means a change to the details provided at time of initial application and subsequent issue of permit.
  - a) In ALL cases of the above the permit MUST be returned for cancellation.

- b) Failure to return a permit with a change of address will result in the delay of a new permit being issued to the new resident or a new permit if moved to another permit zone.
  - c) Failure to return the permit when changing vehicle will result in a discretionary application being made and the normal fees being applied.
  - d) A £30 fee may apply.
- 7) **“Charity”** means a registered charity who
- a) deal with vulnerable clients where staff use their cars regularly to transport or make emergency calls upon clients who reside within permit zones and/or are based at premises within a permit zone
  - b) Demonstrate their workers require the permit.
  - c) Demonstrate they will be for frequent use.
  - d) Permits will be issued to the permit zone
  - e) All zone permits will be limited
  - f) There is no entitlement to visitor permits for charities, a discretionary application will apply.
- 8) **“Charity Permit”** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of one year from issue.
  - c) There will be no entitlement to renew and new applications will be required annually.
  - d) Only 1 permit per vehicle will be issued
  - e) A fee may be payable.
  - f) Proof of charity status must be provided
  - g) Proof of vehicle ownership must be provided
- 9) **“Commercial vehicles”** means “goods vehicles” which has the same meaning as in the Road Vehicles (Construction and Use) Regulations 1986, and any re-enactment or modification thereof from time to time in force. Vehicles will be used in the pursuit of the residents business/trade and could be livered.
- 10) **“Community Agencies”** means a place of worship/religious establishment based within the Parking permit zone.
- a) See “Charity” and “charity permit” for reference to issue of permits.
- 11) **“Community Agency visitor permits”**
- a) Community Agencies are eligible for unlimited number of visitor permits.
  - b) A fee may be payable for visitor permits.
  - c) See “Visitor” and “Visitor Parking Permits” definitions
  - d) Proof of community agency status will be required
- 12) **“Domestic vehicle”** means a vehicle that does not exceed 5.3 metres (17’ 4”) long or 2.25 (7’ 4”) metres high. It must be a “passenger vehicle” which means a vehicle constructed solely for the carriage of passengers and their effects and not drawing a trailer;
- a) The exception to the height restriction applies to adapted disabled person vehicles.
  - b) Private hire and Hackney carriage licensed taxis are included in this category except if licensed to carry more than 8 passengers.
  - c) Motor bikes are included in this section.

- 13) **"Discretionary"** means any circumstance not covered by the resident/business/visitor rules. This may include circumstances in which the applicant is unable to fulfil the requirements to obtain a permit.
- a) It may cover instances such as Carers, Healthcare Professional Permits, Medical Practitioner/Doctors, Teachers, Tradespersons permits, Landlord Permits, Foreign registered vehicles and Discretionary Permits issued under previous rules.
- 14) **"Discretionary application for businesses"** means applications in relation to a business located within or outside a parking permit zone and includes "Tradespersons", "Landlord", "Nannies" and other businesses. Definitions 1 a), d) & e) may also apply.
- 15) **"Discretionary application for non-businesses"** means applications in relation to a "Carers", "Healthcare Professional", "Charities", "Community Agencies", "Residents" "Medical Practitioners" and "Teachers", located within or outside a parking permit zone. (See individual definitions for the above)
- 16) **"Discretionary Parking Permit"** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of one year from issue.
  - c) There will be no entitlement to renew and new applications will be required annually.
  - d) Proof will be required but depends on type of application made.
  - e) A fee may be payable for application for businesses.
  - f) A fee may be payable for application for non-businesses for additional permits for the same household.
  - g) A fee may be payable for Discretionary visitor permits.
- 17) **"Discretionary Visitor Permits"** see visitor permits definitions
- a) A fee may apply
- 18) **"Duplicate"** or **"Replacement"** means either a permit returned for re-issue with same details. A resident who loses their permit for any reason will be required to make a discretionary application and the normal fees being applied.
- a) The exception will be for a stolen permit provided a valid crime reference number is supplied with the application.
  - b) Written off vehicles
  - c) A £30 fee may be applicable
- 19) **"Fee"** or **"charge"** means a charge set by the rules and/or this document. The fees will cover administration costs of processing and the production of permit. Refunds are not available for part used permits.
- 20) **"Foreign vehicles"** means a vehicle not registered with the DVLA that originated from a country outside of the UK.
- a) There are international agreements, which provide for the temporary use of a vehicle in a foreign country for a limited time, usually 6 months in a 12 month period.
    - i) Non European Union (EU) vehicles - the owners need to demonstrate that they are eligible to use the vehicle on a temporary basis. A copy of the relevant HM Revenue and customs Notice (HMRS Notice 3) and that all taxes (including vehicle excise duty) has been paid will be required.
    - ii) European Union (EU) vehicles - owners from within the EU will need to demonstrate that all taxes (including vehicle excise duty) have been paid in the country of origin. Proof of how long the vehicle has been in the country will also be required.

- b) An application for a resident parking permit will be required providing the normal proof of vehicle ownership on expiry of permit.
  - c) Temporary permits may be issued to foreign vehicles as per the requirements for "Temporary parking permits" below plus the full payment of the six month permit being received at the time of issue of the temporary permit.
- 21) "Foreign Vehicle permit" means but not limited to a permit issued by Reading Borough Council and may display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry.
- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of 6 months.
  - c) Only 1 permit per vehicle will be issued.
  - d) Proof of residency is required.
  - e) Proof of vehicle ownership is required from the country of origin.
  - f) The permits will not be renewed.
  - g) A fee will be payable.
- 22) "Frequent use" means vehicle used throughout the day and is not for commuter travel to and from normal place of work.
- 23) "Healthcare Professional" means a profession to help:
- a) vulnerable adults who need help to maintain their independence
  - b) children whose health and/development may be at risk because of a disability, family circumstances or behavioural difficulties.
  - c) Medical Professions to carry out their professional duties (not Medical Doctors See "Medical Practitioner").
  - d) The following professions are included: District Nurse, Community Health Nurse, Practice Midwife, Community Midwife, Home Care Assistant, Health Visitor, Midwife, Community Psychiatric/Mental Health Nurse, Consultant Psychiatrist, Clinical Psychologist, Occupational Therapist & Social Workers.
  - e) Other occupations will be at the discretion of Council officers.
- 24) "Healthcare Professional Permit" means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- a) They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - b) All permits will be valid for a maximum of one year from issue.
  - c) Only 1 permit per vehicle will be issued.
  - d) They are valid in "All" permit parking zones.
  - e) They are NOT valid in Doctors bays, sole Pay & display bays, limited waiting bays etc.
  - f) There will be no entitlement to renew and new applications will be required annually.
  - g) They are only valid whilst visiting patients in their homes in a permit zone.
  - h) They are not valid for visiting any GP practice, or working at, or visiting their practice or place of work. They are not valid for attending training courses, seminars, lectures or meetings etc. They are not valid to take patients to other venues, out shopping or any other activity.
  - i) The professions must demonstrate they are visiting patients for more than 2 hours. Visits that are less than 2 hours will be met by the provision of 2 hours limited waiting in the areas.
  - j) Proof of vehicle ownership will be required.

- 25) **"Household"** - is a Household within a Permit Parking zone and is a house or flat that is registered for Council Tax, has appropriate planning permissions, and does not have a planning condition and/or informative. Residents may be asked to demonstrate appropriate planning consents.
- Houseboats are included in this but must be moored at a fixed site and is therefore liable for Council Tax and will be entitled to apply for a Permit provided the mooring is within a Residents Parking zone.
  - Residents who live in a household that has a Certificate of Lawful Use may only be considered for 2 resident's permits for the whole property. A discretionary application will apply.
  - There will be no automatic entitlement to a residents parking permit for Residents who live in a household that has a planning condition and/or informative. A discretionary application will apply.
- 26) **"Landlord"** permits will be dealt with as tradesperson permit.
- Proof of Property ownership will be required instead of business address
    - e.g. solicitors completion letter, mortgage statement, property deeds, land registry document, building insurance.
- 27) **"Master Street List"** updated spreadsheet of all streets and properties included in the permit parking zones.
- 28) **"Medical Practitioner"** means a Medical Doctor
- There are bays reserved for doctors within the permit areas. Permits will be issued for these bays, upon request, to those who prove they are medical doctors operating from premises within the permit scheme areas.
  - Other medical doctors operating from outside the permit scheme may be issued permits at the discretion of Council officers.
- 29) **"Medical Practitioner Permit"** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - All permits will be valid for a maximum of one year from issue.
  - There will be no entitlement to renew and new applications will be required annually.
  - They are valid in all permit parking zones
  - They are valid in Doctors permit bays.
  - The permit allows the Doctor to come and go from their premises in pursuit of the professional duties.
  - They are only valid whilst in pursuit of their professional duties.
  - Proof they are a medical doctor operating from the premise
  - Proof of vehicle ownership will be required.
- 30) **"Misuse and Abuse"** means but not limited to: false declarations by the Resident, fraudulent proofs of entitlement provided, invalid documents provided, Resident Parking Permits alteration.
- Any other misconduct relates to evidence that a Permit has been issued under false pretences by the Resident.
  - Council Officers will have the power to invoke a full investigation if there is a balance of probability that the Permit should not have been issued.
  - Permits can be withdrawn without consulting the Resident/Business.

- 31) **"Nanny"** means a person who looks after children for a resident in a permit parking zone but does not reside at the address.
- A discretionary business application will be required
  - The nanny will be required to demonstrate their status:
    - Registered nannies will provide their registration documents
    - Relatives will need to demonstrate nanny status e.g. proof of children at the address
  - The children will be no older than 16
  - All permits will be valid for a maximum of one year from issue.
  - Only 1 permit per vehicle will be issued.
  - There will be no entitlement to renew and new applications will be required annually.
  - A fee will be payable
  - The permits will not be issued to persons who carry out other duties e.g. cleaning, gardening etc.
- 32) **"Off-street parking"** places means a parking space designated to the household/business but is not located on the public highway.
- 33) **"Parking Permit Zone"** - areas of Reading separated into defined Permit Parking areas, where Resident Parking spaces are provided. Households must be within the Streets identified on the "Master Street List".
- 34) **"Proof of Business Address"** means an official document showing registration of the business at that address:
- Acceptable documents will be: gas / electricity / water bills, telephone bill, recently dated Business rate tax bill
  - These proofs should be dated within last 4 months.
  - Any other documents provided that do not fall into the above category will be considered at the discretion of Council Officers.
- 35) **"Proof of Business Use"** means a document showing the vehicle is used in the course of the day
- Acceptable documents: Full Insurance certificate showing vehicle registered to business and insured to be used for business purposes
    - NB insurance documents can not be accepted showing only insured for social and/or commuting to work.
- 36) **"Proof of care"** means a declaration by the resident that needs a carer and proof of age
- Proof of age is an official document showing date of birth e.g. Passport, Birth Certificate.
- 37) **"Proof of disability"** is: a copy of the blue badge issued to the resident by Reading Borough Council under The Blue Badge Scheme.
- Any other documents provided that do not fall into the above category will be considered at the discretion of Council Officers.
- 38) **"Proof of Residency"** is: bank statement / credit card/storecard statement or gas / electricity / telephone bill, current Council tax bill, in the residents name and which show registration of the Resident at that household (tenancy agreements and mobile phone bills are not accepted). Online bills and bank statements will be accepted if the Resident and household details are provided on the bill/statements.
- These proofs must be dated within last 4 months.
  - The Council Tax bill must be for the current tax year.
  - Any other documents provided that do not fall into the above category will be considered as a discretionary application.
- 39) **"Per year"** means the date on which the first free book of visitor permits or resident/business/discretionary parking permits were issued.

- 40) **"Proof of vehicle ownership"** means: a copy DVLA Registration Document (V5) or an insurance certificate/insurance schedule which, must show, registration at the household where the Permit is applied for.
- If the vehicle is not owned by the Resident (company vehicle, lease car, rental car etc) a letter stating that the applicant has a right to use the vehicle including documents that show the applicant is insured to use the vehicle must be supplied with the application.
  - Any other circumstances will be dealt with as a discretionary Permit (e.g. a resident who brings home a different vehicle every night).
- 41) **"Resident"** - a person who permanently lives at the household in the Permit Parking zone for a minimum of 4 nights per week.
- "Resident"** in relation to a discretionary application for non-business means a resident as above or a person who lives outside of a permit parking zone, is not connected to a business and lives permanently for 4 nights per week.
- 42) **"Resident Parking Permit"**: means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - All permits will be valid for a maximum of one year from date of issue.
  - Only 1 residents permit per vehicle will be issued
  - Proof of residency and vehicle ownership must be provided.
  - A fee may be applicable.
- 43) **"Rules"** means the Reading Borough Council Permit Management Rules
- 44) **"Signed Declaration"** means: a handwritten signed declaration declaring that the Resident (or business), household (Business) and vehicle registration details have not changed. A statement from the resident/business must be dated.
- 45) **"Teacher"** means a person qualified to teach, and is employed by the school located in a permit parking zone.
- Teaching Assistants are included
  - Trainee Teachers are included
  - Applications for other members of staff of the educational establishments (i.e. non-teaching staff) to be dealt with as discretionary business applications.
- 46) **"Teacher permit"** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - A discretionary non-business application will be required.
  - All permits will be valid for a maximum of one year from issue. The parking permits are restricted to term time only parking, between 7am and 8pm.
  - The school must have no or little off-street parking.
  - Proofs of vehicle ownership and confirmation of employment (Job description required to prove applicant is a teacher/teaching assistant and not just a coach/mentor) at the school must be provided to confirm employed as Teacher/Teaching Assistant/Trainee Teacher.
  - Visitor permits may be issued to the head teacher to cover supply teachers only.
    - Further books will only be issued upon proof that the permits have used in accordance with above.
  - There will be no entitlement to renew and new applications will be required annually.

- h) The parking permits are limited in numbers to each school and it is dependant on the number of off-street parking spaces located at each school. A maximum of 15 permits to be issued per school/establishment i.e. not per site, which is reduced depending on zone availability and off-street parking. The primary purpose of the permit parking scheme is for residents to find parking near their home; it is not intended for schools per se. The variation ability from 15 permits would be a discretionary decision of TMSO in extenuating circumstances.
- i) The 15 permits would include any business applications that may be granted. It would be for the school to allocate the permit applications.
- 47) **“Temporary”** means a permit issued for a maximum of 8 weeks in the following circumstances:
- New resident moved into a parking permit zone household
  - Change of vehicle
  - Temporary change of vehicle
  - Discretionary temporary permit
- 48) **“Temporary parking permit”** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Zone, unique reference number, date of expiry;
- They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - All permits will be valid for 8 weeks from issue.
  - There will be no entitlement to renew.
  - “Temporary Proofs” will be required.
  - A £10 fee will be payable.
  - The issue of a temporary permit does not guarantee a full residents permit.
- 49) **“Temporary Proofs”** means for
- New vehicles: a car sales invoice, temporary insurance cover note or the V5C/2 section of the DVLA registration document known as the New Keeper Supplement.
  - Temporary vehicles: the hire/courtesy car agreement or letter of confirmation from the garage.
  - For moving house: a mortgage letter, solicitor’s completion letter or tenancy agreement plus the DVLA registration document or insurance certificate/schedule to show proof of ownership or entitlement to use the vehicle to be identified on the permit.
- 50) **“Tradepersons”** means issued to trades people to help them to provide services to residents and businesses within the permit zones, by allowing them to park in the permit bays whilst displaying an appropriate permit. They are not valid for visiting/working at the applicants business if located in permit zone.
- 51) **“Tradepersons Permit”** means but not limited to a permit issued by Reading Borough Council and will display the Vehicle Registration Mark (VRM), Make, Colour, Zone, unique reference number, date of expiry;
- They may be colour coded for ease of identification and for classification of type of Permit without including such text on the Permit itself.
  - All permits will be valid for a maximum of one year.
  - The will be valid 7am to 7pm only
  - Daily permits will be available from Civic Centre and fee will be £10 per day, maximum of 30 per year.
    - Landlord only available by post.



- e) Yearly permits will be issued by post and the fee will be that set for discretionary applications for businesses.
  - f) Proof of business address and business use will be required for both types.
    - i) In the case of Daily permit - confirmation of the address where the work is being carried out will be required, dates and vehicle registration make and model.
  - g) Only 1 permit per vehicle will be issued
  - h) They are NOT valid in Doctors bays, sole Pay & display bays, limited waiting bays etc or any other parking restrictions such as yellow lines.
  - i) They are NOT valid for visiting or working at the applicant's business address if located in a permit parking zone.
  - j) They are NOT valid to park in permit bays whilst visiting a property not in the permit parking zones.
  - k) A fee will be applicable.
- 52) **"Traffic Management Sub-Committee"** (TMSC) is a right of appeal against the Council officers refusal to a discretionary parking permit. The panel is made up of elected members and has the power to grant appeals where it concludes that the decision is justified by exceptional circumstances. All appeals must be made in writing.
- 53) **"Visitor"** or **"Business Visitor"** means someone who is not a resident but is visiting a resident or business in the Parking Permit Zone.
- 54) **"Visitor Parking Permit"** means issued by Reading Borough Council and is a single-use, secure scratch-cards on which the user will write in ink the VRM, and scratch off on a calendar, the day, month and year on which the card is being used and the time period of use (AM or PM).
- a) Visitor permits will be provided in books of 20 half day permits.
  - b) AM permits will be valid 08.00 to 14.00 on the date scratched off.
  - c) Resident or business/community agency who supplies a visitor with a PM permit will be valid between 14.00 until 08.00 the following day to allow for overnight parking.
  - d) Visitor permits will be identified as being useable in the defined Parking Permit Zone for which the original resident permit associated with these was issued;
  - e) A fee may be applicable.
  - f) Expired permits are non-transferable and non-refundable.
  - g) Permits are only valid for the zone issued in