

Discretionary Permit Application Review Guidance/Information - Reading Borough Council
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<i>Circumstances</i>	<i>Notes/Information</i>	<i>Statement of Reasons Factors to Consider</i>	<i>Council Officer Decision</i>	<i>Permit Types</i>
<p>No Proof of Residency</p> <p>Permit Rules:</p> <ul style="list-style-type: none"> • Applicant name, address • Dated within last 4 months • Bank statement • Credit card bill/store card statement • Gas/electric/telephone bill (mobile phone bills excluded) • Current Council Tax bill <p>Residents without bank accounts</p>	<p>Residents should be able to provide one proof of residency such as Bank Statement even if they do not pay utility bills or Council Tax</p> <p>Residents can contact their bank to change address details</p>	<p>Applicants must explain how they manage their money e.g. pay for bills, fuel for vehicle, road tax etc.</p>	<p>Refuse</p> <p>Refuse</p>	<ul style="list-style-type: none"> • Resident • Visitor • Discretionary Resident • Discretionary Visitor • Carer
<p>No Proof of Vehicle Ownership</p> <p>Rules state must show:</p> <ul style="list-style-type: none"> • Applicant Name, Address and Vehicle registrations Number • DVLA registration document (V5C) 	<p>Rules are clear that vehicles must be registered to household except in cases of company cars/lease/rental cars. There are no other exceptions to this</p>	<p>Applicants must explain why their vehicle cannot be registered or insured at the permit address and provide reasons as to why a discretionary permit should be granted.</p>	<p>Refuse</p>	<ul style="list-style-type: none"> • All Permit Types

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<ul style="list-style-type: none"> Current insurance certificate/schedule <p>Students who do not own vehicles and use parents/other person</p> <p>Second Homeowners/Renting</p>	<p>No exemptions for students to have vehicles registered elsewhere.</p> <p>Applicants stating they live at a different address but work in area and do not want/unable to change vehicle documents</p>	<p>Applicants must explain why their vehicle cannot be registered or insured at the permit address and provide reasons as to why a discretionary permit should be granted.</p>	<p>Refuse</p> <p>Refuse</p>	
<p>3rd Resident permit</p> <p>Rules state: Maximum 2 resident permits per household</p>	<p>Transitional Rules for households becoming part of Permit zone</p> <p>Proof of residency/vehicle ownership must be correct for any discretionary permits to be offered - see above if they are not</p>	<p>Proof of residency/vehicle ownership must be correct</p> <p>Zone availability 95% and over Zone availability under 95% - see below</p> <p>Household status - not eligible</p> <p>Household status - eligible</p>	<p>Grant for one year only</p> <p>Refuse</p> <p>Refuse</p> <p>Grant</p>	<ul style="list-style-type: none"> Discretionary Resident

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<p>4th or 5th Resident permit</p> <p>Rules state: Maximum 2 resident permits per household</p>		Council Officers do not have discretion to issue any 4 th or 5 th Resident permits	Refuse	<ul style="list-style-type: none"> • Discretionary Resident
<p>Household Eligibility</p> <p>Rules state: A household is a house or flat in a permit parking zone that is registered for Council Tax, has the right planning permissions, and does not have a planning condition and/or informative</p> <p><u>Planning Informative</u> 3 or more households in development</p>	<p>Any household that does not conform to this definition is excluded from the Permit scheme and cannot apply for Resident or Visitor Permits</p> <p>Planning Informative is added to a planning permission document which excludes the households from the permit scheme.</p>	<p>Zone availability 95% and over</p> <p>Larger developments should have some off-street parking. Renting/buying a flat without off-street parking is not a valid reason to apply for a resident permit.</p>	<p>Refuse</p> <p>Refuse</p>	<ul style="list-style-type: none"> • Discretionary Resident • Discretionary Visitor
<p>2 or less households in development</p>	<p>Max two permits issued between the households</p>	<p>Zone Availability under 95% - see below</p>		

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<p>2 or less households in development (cont'd)</p> <p><u>No Planning</u> Households have been changed without planning permission</p> <p><u>Prior Approved Households</u> Households have been changed under prior approved planning regulations</p> <p><u>Certificate of Lawful Use</u> Households in a property that has a Certificate of Lawful Use may only be considered for 2 resident's permits for the whole development.</p>	<p>Rules state: Maximum 2 permits per development e.g. if 11 households, only 2 between them granted</p>	<p>Depending on personal circumstances: If not exceptional e.g. commute to work, shopping, drop off/pick up children If exceptional e.g. medical Check other households - only issue a maximum of 2 between the households</p> <p>Council Officers do not have discretion to issue Discretionary Resident/Visitor permits</p> <p>Council Officers do not have discretion to issue Discretionary Resident/Visitor permits</p> <p>Proofs must be correct</p>	<p>Refuse</p> <p>Grant</p> <p>Refuse</p> <p>Refuse</p> <p>Grant - only two between them</p>	

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3 rd permit in a development with a Certificate of Lawful Use		Two Discretionary Resident permits issued to the development.	Refuse	
Visitor Permits for planning informative/no planning households	Any Visitor permits that are granted to an excluded household will be charged for	Council Officers do not have discretion to issue free Discretionary Visitor permits	Refuse - free Grant - charged	
Visitor Permits for Certificate Lawful Use households	2 books free, 5 charged split between the households		Grant	
<u>House of Multiple Occupation</u>	Rules state: Maximum 2 permits for whole property	Proofs must be correct	Grant - only two between them	
3 rd permit in a HMO		Proofs must be correct As per 3 rd permit guidance above		
Vehicle Registration Change vehicles regularly - unable to specify vehicle and want ANY		Council Officers do not have discretion to issue a Resident permit without vehicle registration	Refuse	<ul style="list-style-type: none"> Discretionary Resident

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Oversized Vehicles	Rules state vehicle must be a maximum of 2.2 metres high and 5.3 metres long	Dimensions of the vehicle.	Refuse	<ul style="list-style-type: none"> • Residents Permit • Business Permits • Tradespersons Permit
2nd Discretionary Business Permit	Rules state: Maximum 1 permit per business that is within a permit zone	Number of Permits Issued to the business. Proof of business must be provided. Vehicle must be covered for business use or registered with the DVLA at the business address Depending on personal circumstances. Business status - eligible- within a resident permit area.	Grant	<ul style="list-style-type: none"> • Discretionary Business
3rd Discretionary Business Permit			Refuse	
Discretionary Visitor Permits to non-residents/landlords	Visitor Permits can only be issued to those who reside within a property resident permit area	Council Officers do not have discretion to issue any visitor permits to non-residents	Refuse	<ul style="list-style-type: none"> • Discretionary Visitor Permits

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<p>Additional Visitor Permits</p> <p><u>Residents visitor permits</u></p> <p>Resident has applied for the maximum allocation of visitor permits</p> <p>Resident applied for additional 12 books and more</p> <p><u>Business Visitor permits</u></p> <p>Business applied for over 5 books</p>	<p>Rules state: 2 free books 5 charged books</p> <p>Rules state: 5 charged books</p>	<p>Application for a further 4 books can be granted to a resident - charged for.</p> <p>Council Officers do not have discretion to issue over 12 books per household</p> <p>Council Officers do not have discretion to issue over 5 books per business</p>	<p>Grant</p> <p>Refuse</p> <p>Refuse</p>	<ul style="list-style-type: none"> Discretionary Resident Visitor Permits Discretionary Business Visitor Permits
<p>Out of Zone</p> <p><u>Resident Households</u></p>	<p>Some properties are on the edge of the permit zone and not included</p>	<p>Household Status - not eligible Eligible - see below</p>	<p>Refuse</p>	<ul style="list-style-type: none"> Discretionary Resident

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<u>Business</u>	Applicant needs to explain why off-street parking is insufficient for parking vehicle	Zone Availability - 95% and over Under 95% - see below	Refuse	<ul style="list-style-type: none"> • Discretionary Business • Discretionary Visitor Business
		Off-street parking available Off-street parking not available - see below	Refuse	
		Nearest car park - close by Nearest car park - further from town centre - see below	Refuse	
		Reason for needing a car e.g. to go to work and cannot use public transport, take children to school because not local	Grant	
		Commute to work Use throughout the day - see below	Refuse	
Business located outside the zone	Applicant needs to explain why off-street parking is insufficient for parking vehicle	Off-street parking available Off-street parking not available - see below	Refuse	
		Nearest car park - close by Nearest car park - further from town centre - see below	Refuse	

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<u>Visitor Permits</u>		<p>Zone Availability - 95% and over Under 95% - see below</p> <p>Reason for needing a car e.g. care work visits in community, helping residents/businesses - proof provided</p> <p>Any visitor permits granted will be charged</p>	<p>Refuse</p> <p>Grant</p> <p>Charged only</p>	<ul style="list-style-type: none"> • Discretionary Visitor Resident
<p>Exceptional Circumstances</p> <p>Medical - difficulties walking, breathing</p> <p>Dependants - children in household</p>	<p>What Proof has been provided e.g. disabled badge, doctor/hospital information</p> <p>Drop off/pick up from local school</p>	<p>No proof provided Proof provided - see below for other factors</p> <p>Household Status - not eligible Eligible - see below</p> <p>Zone Availability - 95% and over Under 95%</p>	<p>Refuse</p> <p>Refuse</p> <p>Refuse</p> <p>Grant</p> <p>Refuse</p>	<ul style="list-style-type: none"> • Discretionary Resident • Discretionary Visitor Resident • Discretionary Business • Discretionary Visitor Business

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Student at College/University	Drop off/pick up from non-local school	All the above criteria must be met - are the children in special needs school?	Grant	
Commute to work	Travel to university/college Applicants must explain why their vehicle cannot be registered or insured at the permit address and provide reasons as to why a discretionary permit should be granted. This is not an exceptional reason Except for Doctor, NHS staff - proof to be provided	Council Officers do not have discretion to issue Discretionary Resident permits	Refuse	
Shopping	This is not an exceptional reason	Council Officers do not have discretion to issue Discretionary Resident permits	Refuse	