

**Operating Conditions**

1. The Residents' Parking Scheme is available to residents and businesses located inside the defined residents' parking zone.
2. The scheme consists of all streets within the boundary of the operating zones for the residents' parking scheme.
3. The Residents' Parking Scheme is operational between the hours of 8am and 6pm Monday to Saturday including all Bank Holidays (Monday to Sunday in Stamford).
4. Permits are valid for a period of 12 months and the permits are issued annually.
5. Permits are available for residents who own a car, motorcycle or light van (up to 60 cwt., 3,050 kg un-laden weight). Permits are not issued for passenger service vehicles, heavy goods vehicles, caravans or trailers.
6. Up to a maximum of 4 registrations can be entered onto a residents parking permit.
7. Proof of residency is required before any permit can be issued.

Sight of the vehicle registration document (V5) is required to show that the vehicle is registered at the address of the applicant and is in the residents' parking zone.  
A valid insurance certificate is acceptable in place of the V5.
8. The permit is to be displayed (in the supplied permit holder) in the nearside of the front windscreen of the vehicle at all times when parked in the residents' parking zone, and all information on the permit must be visible.
9. The permit is to be returned to South Kesteven District Council in the case of:
  - i. change of address
  - ii. change of vehicle
  - iii. damage to permit rendering it un-useable
  - iv. request for refund
10. The Residents' Parking Scheme does not guarantee the availability of a parking space or a space outside the permit holder's residence.
11. Up to a maximum of 10 books of daily visitor vouchers (10 in each book) can be purchased by qualifying residents or businesses in any 12 month period.
12. Daily visitor parking vouchers, when displayed, are to be scratched to show the relevant parking details or they will be void.
13. Daily visitor parking vouchers can only be used for visitors to the resident who purchased them. Any misuse including sale, use by commuters or shoppers etc, will automatically lead to the residence losing the facility to use visitor parking vouchers.
14. Failure to display a residents' parking permit/visitor voucher will incur a fixed penalty notice per occurrence.

**Details of Charges****Private Residents**

- Residents permit  
(maximum of 1 per residency or individual letting) £50.00

**Business Permits**

- Business or Annual Business Visitor Permits  
(maximum of 1 per business) £50.00

**Daily Visitor Permits**

- Book of 10 - For residents & businesses located within the parking zone.  
Maximum of 10 books per year. £15.00

**Permit replacements**

- Change of vehicle, damage or loss. £5.00

**Permit refunds**

- Full unused months will be refunded £5.00

**Additional Information**

- Cheque/Postal Orders should be made payable to 'South Kesteven District Council'
- For any other queries or for further information contact:  
South Kesteven District Council  
Grantham,  
Lincolnshire,  
NG31 6PZ  
Tel: 01476 406080

## **How Residents Permits Work**

South Kesteven District Council administers the Stamford Resident's Parking Scheme. Below you can find out who is eligible for a parking permit.

### **Zones**

Where a defined zone has been set within a town, residents living within the zone may be entitled to purchase a permit for their vehicle or vouchers for their visitors.

The Resident's Parking Scheme is in force Monday - Saturday, 8am - 6pm (Monday to Sunday). During these times, a valid permit is required to be displayed.

### **Parking**

The resident parking permit and the visitor parking vouchers can be used to allow parking in any designated 1 and 2 hour bay within the designated parking scheme zone.

### **Annual permits**

Annual permits (each with a maximum of 4 registrations) are available to each eligible property within the scheme.

### **Applying for a permit**

Applications for permits should be made through the South Kesteven District Council Office.

When applying for a permit we will require proof of residency and proof (V5 or insurance document) that the vehicle(s) being added to the permit are registered to the same address.

### **Visitor parking vouchers**

Whether you have purchased a resident permit or not, as long as you meet the residency criteria you may purchase up to a maximum of 10 visitor voucher books (10 individual parking vouchers in each) per year.

### **Houses in multiple occupancy (HIMO)**

Qualifying houses in multiple occupancy are eligible for one residential permit per individual tenancy (tenancy agreement will be required as proof of residency).

### **Business permits**

There is a maximum of one parking permit per business, as with the resident permits, up to 4 individual registrations can be added to the permit.

### **Replacements**

If you change your vehicle, you will need to bring your old permit and new V5 or insurance documents to our office to exchange your permit.

### **Returning your permit**

If you move out of the Resident's Parking Scheme, you will be required to surrender your permit.

Annual permits can be refunded 1/12 of the value of the permit for each full unused month remaining. Continuing to use your permit after you have moved out of the Resident's Parking Scheme zone will result in the issue of a Penalty Charge Notice.