

Resident Permit Terms & Conditions

1. To obtain a permit you must reside at the property. The property should be your main place of residency.
2. The name supplied to Parking Services, which is stated on the initial application, will be deemed as the permit holder. Applicants should include an email address and telephone number should Parking Services need to make contact.
3. A valid V5 document (log book of the vehicle) must be supplied at time of application stating the address for which the permit is being requested. Proof of residency in the form of: a council tax bill, driving license, a utility bill or bank statement (dated within the last 3 months) is also required.
4. If a new vehicle has been obtained and the V5 is not available stating the new vehicle details, proof of purchase with insurance documentation detailing that the vehicle is registered at the permit address will be provisionally accepted. The V5 must be supplied as soon as possible or the permit may be cancelled.
5. The fact that an application or payment has been submitted does not guarantee that a permit will be issued.
6. If you are claiming a first free disabled resident's permit you are required to provide copies of the badge or show your blue badge upon application for copies to be taken. Any further permits issued to the property will be chargeable at the additional permit rate. When renewing a free disabled first permit you must submit a copy of both sides of your valid blue badge to enable Chichester District Council to renew the permit.
7. If another party will be collecting the permit from East Pallant House on the permit holder's behalf, the 'Permit Collection' section of the application form must be completed and identification will be requested upon collection.
8. Permits are allocated on a first-come-first-served-basis. Priority is given to providing a 1st permit to each household. Further permits will only be issued if there is the capacity to do so.
9. Possession of a permit does not guarantee the availability of a space for the holder to park.
10. The permit entitles the holder to park in any of the streets or roads which are included within the zone for which the Permit is issued. For details of all the roads with in your zone. Please go to www.chichester.gov.uk.
11. If you have multiple registrations logged against your Permit, or another person will be using it, it is the responsibility of the Permit holder to inform and supply all users of the Permit with the Terms & Conditions. Further Terms and Conditions can be requested from Parking Services or viewed on the internet.
12. In the event of a permit being lost an administration charge of £5.00 will apply for the issue of a replacement.
13. To request a refund, the permit must be returned to Parking Services. Refunds can only be issued for the remaining full months of the Permit and for amounts over £5.00, this will be payable by cheque.
14. Only by clearly displaying the valid permit itself continuously on the windscreen of the vehicle will it be accepted as a valid exemption in line with the TRO (Traffic Regulation Order).
15. If you are unable to display a Residents Permit a valid resident's visitor voucher must be displayed or alternative parking should be located.

16. If two or more identical permits are being displayed in two vehicles simultaneously both permits will be considered void and both vehicles may receive a Penalty Charge Notice.
17. Permits can be renewed up to one month prior to the expiry date stated on the permit.
18. Resident's Permits should be renewed at least seven days before the expiry of the existing permit to guarantee that Parking Services can renew the permit. If the application is not submitted within this timescale, renewal of your existing permit cannot be guaranteed. West Sussex County Council does not guarantee the renewal of any permit for use within a residents' permit zone or the issue of visitors' parking permits on demand.
19. If a permit is not renewed 7 days after the expiry, it may be necessary to submit a new application. If the Zone for which you are applying for a Permit has a waiting list, details of the applicant will be added to the bottom of the list and contact will be made when a permit becomes available.
20. It is the responsibility of the holder to return the permit and a valid V5 Document if a registration needs changing on the permit. A registration cannot be amended without these being supplied. The Permit Holder must allow at least 36 hours for the Permit to be reproduced with the new details.
21. Resident's Visitor Permits are available for purchase from East Pallant House and may only be purchased by residents, enabling their visitors (or tradespeople) to park within the permit holder bays in all zones with the exception of E Zone – City Centre. Proof of residency is required upon purchase.
22. When renewing or changing a registration on a permit, council opening hours on Bank Holidays, Public holidays and the Christmas period should be taken into consideration.
23. A maximum of three vehicle registration marks can be registered against the permit.
24. Permits will be monitored and managed by Chichester District Council who may restrict the number being issued or recall permits if deemed necessary.
25. The vehicle in which the permit is displayed must be parked wholly within the markings of a bay. If this is not possible alternative parking must be found.
26. If a permit is suspected of being misused, Penalty Charge Notices may be issued and the permit will be withdrawn.
27. West Sussex County Council reserves the right to vary its parking arrangements at any time without notice.
28. Chichester District Council and West Sussex County Council accept no liability for loss or damage to any vehicle including the fittings or contents.
29. Failure to comply with the Terms & Conditions and the West Sussex County Council Traffic Regulation Order (TRO) may result in a Penalty Charge Notice being issued. Please go to www.westsussex.gov.uk to view the TRO.