

IMPORTANT MAIL RESIDENT PERMIT SCHEME

Our Ref: NM/HOSPITAL READING RP

e-mail:
network.management@reading.gov.uk

The Resident/Occupier

Date: 6th July 2020

Your contact is: Network Management, Transport

Dear Resident/Occupier,

HOSPITAL & UNIVERSITY AREA RESIDENT'S PARKING - PERMIT APPLICATION

Following the introduction of the area-wide permit parking/pay & display scheme in 2017, additional consultations were carried out in 2018 and 2019 to propose a number of amendments which included the introduction of a resident permit parking scheme in Kendrick Road and Malvern Court. Following the consultations, these changes were approved for implementation by the Traffic Management Sub-Committee.

It is now appropriate to start applying for permits so that you are ready for the introduction of this new permit parking scheme. Permits can now be obtained via our online application service. You will need to create an account and must have an email address to apply. Please ensure that you apply **by Wednesday 29 July** in order to receive your permit before the scheme is introduced on **Wednesday 05 August**. See the reverse for more details. If you already hold a discretionary resident permit you do not need to apply for a residents permit until your current discretionary resident permit is due to expire.

Please note that there is a charge of £40.00 for the first permit and £150.00 for the second permit. Please refer to the online permit application for more information, where you may also apply for visitor, discretionary and other permit types. Permits are only issued to households that are authorised through the planning process and having a separate address for Council Tax. Some households may not be entitled to permits as the planning decision may exclude them from the scheme and a discretionary application will be required.

If you have any queries regarding the permit scheme or your permit application, please contact our Parking Permit team on 0118 937 3767 (Monday to Friday 10am to 3pm) or residents.parking@reading.gov.uk. Please note that the information in this letter is correct at the time of writing.

Yours faithfully,

Network Management

Apply Online - Permit Application Guide

Website: <http://www.reading.gov.uk/parkingpermits>

Follow the link to “Apply for Permits”

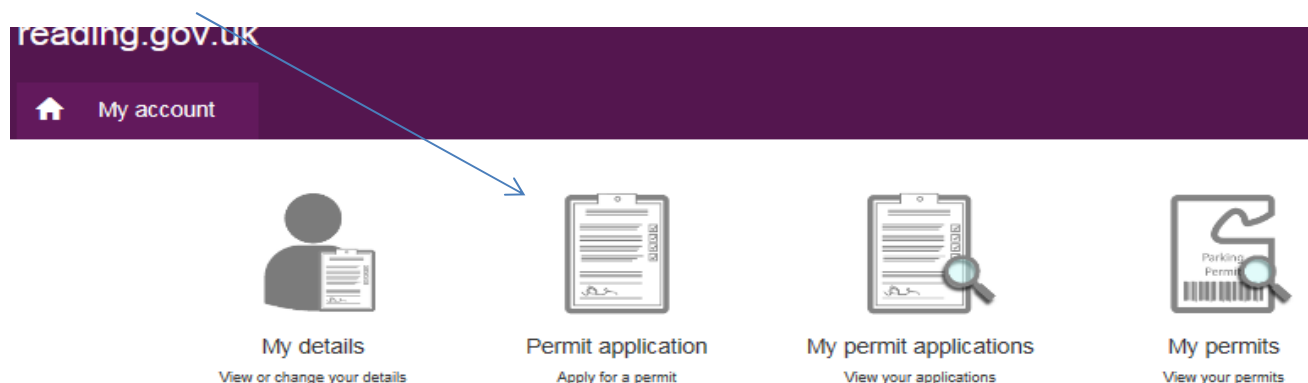
1. **Create a new account:** You will need an e-mail address to set up your account

Select “Resident” account type and enter your details.

If you do not have an e-mail account, please contact the Permit Team who will post an application form to you. Please note that postal application will take longer to process.

2. **Activate Your Account:** Via the confirmation e-mail sent to you

3. **Apply for Resident Permit**



STEP 1: Select Category - RESIDENT

STEP 2: Select Permit Type - Resident Permit

STEP 3: **CHANGE the start date to the 05 August 2020** (the earliest you can apply for your permit is the 08 July 2020)

STEP 4: Enter your vehicle registration, make and colour

STEP 5: Answer the questions on type of proofs you will be providing

STEP 6: Upload your proofs: For details about required proofs, please visit:

<http://www.reading.gov.uk/parkingpermits/proofs/>

You will need to upload your proofs as part of your application; it is a good idea to have these proofs ready to upload (i.e. scanned) so that your application does not time out.

STEP 7: Make Payment

4. **Apply for Visitor Permits:** You will need to apply for **EACH book separately** e.g. Two free books, you will need to create two visitor resident permit applications.

As above except:

STEP 1: Select Category - RESIDENT (Do NOT select Non-Resident)

STEP 2: Select Permit Type - **Visitor Resident Permit**

STEP 3: Select start date of 05 August 2020

STEP 4: NOT REQUIRED

STEP 5: Answer questions

STEP 6: Upload proofs

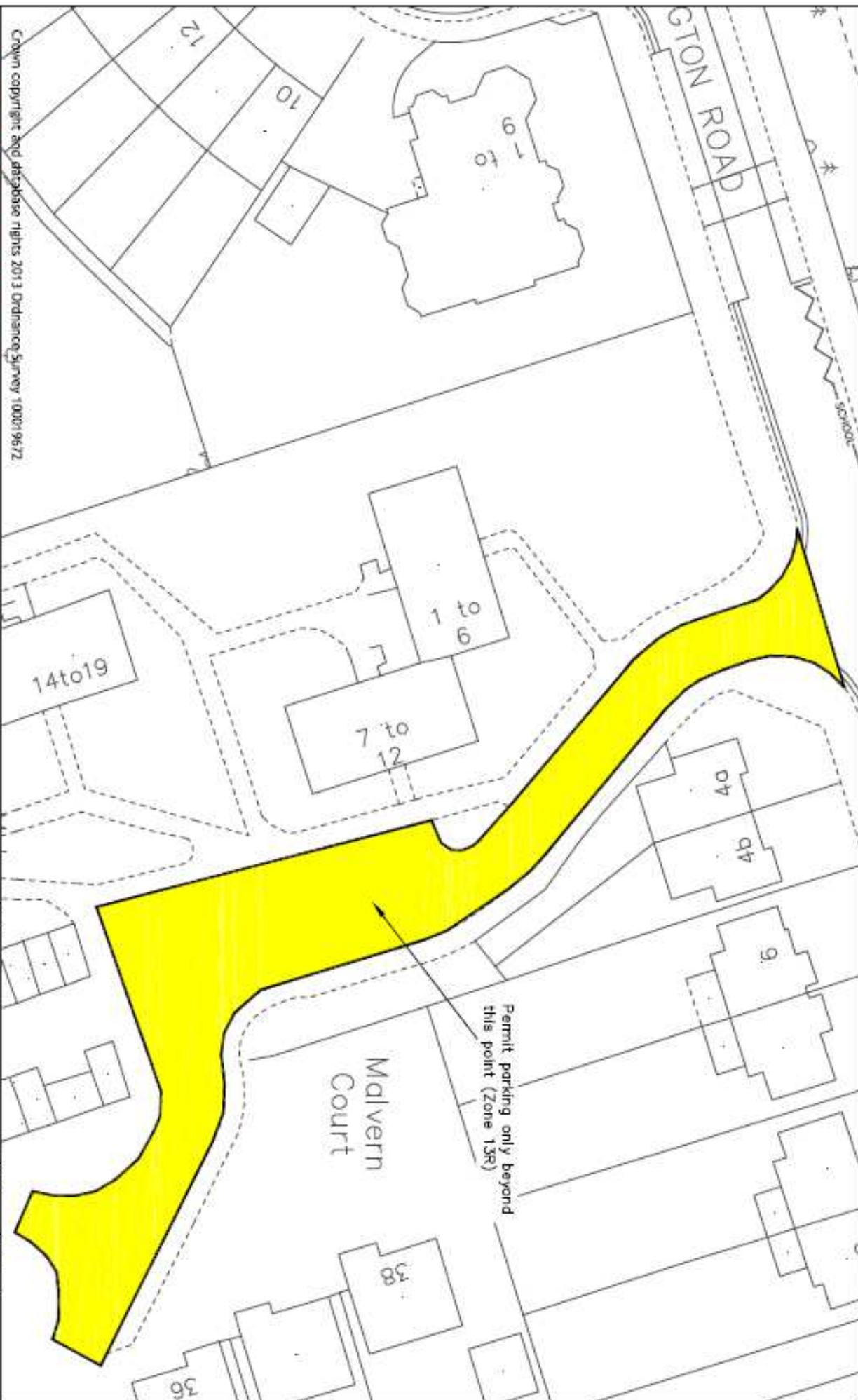
STEP 7: books 1 and 2 issued free of charge, books 3 - 7 charged at £25 each

What does residents permit parking mean to me?

- A maximum of two permits are issued to each household in streets designated as within residents' parking zones. A household is a house or flat in a permit parking zone that is registered for Council Tax, has appropriate planning permissions, and does not have a planning condition and/or informative. You may be asked to demonstrate appropriate planning consents. Commercial vehicles are not eligible for resident permits.
- Please note that there is a charge of £40.00 for the first permit and £150.00 for the second permit. It is up to you to decide who will apply for the first and who will apply for the second permit. All motorised vehicles parked on-street within a residents' parking zone require a permit.
- When permits are first issued you will be asked to fill out an application form and provide some proof of residence and vehicle ownership (please see website: <http://www.reading.gov.uk/parkingpermits/proofs/>).
- All households are entitled to visitor permits. Visitor permits are scratch cards, each for half days. They are issued in books of 20 permits. The first two books are free. You can apply for up to a further five books at a cost of £25 per book.
- You could use a visitor's permit for one-off situations but the onus is on the vehicle driver/owner to make their own arrangement in obtaining a permit to park. Reading Borough Council may issue other permits to people who are unable to comply with the application process or to people providing services to residents such as carers, health professionals and trades people. These permits are called discretionary permits.
- Businesses with premises located within the Parking Permit Zone may be entitled to one business permit. Proof of business address and business use of the vehicle is required. Business permits are subject to a charge.

This is just a summary of the main points with more information online at:

<http://www.reading.gov.uk/parkingpermits>



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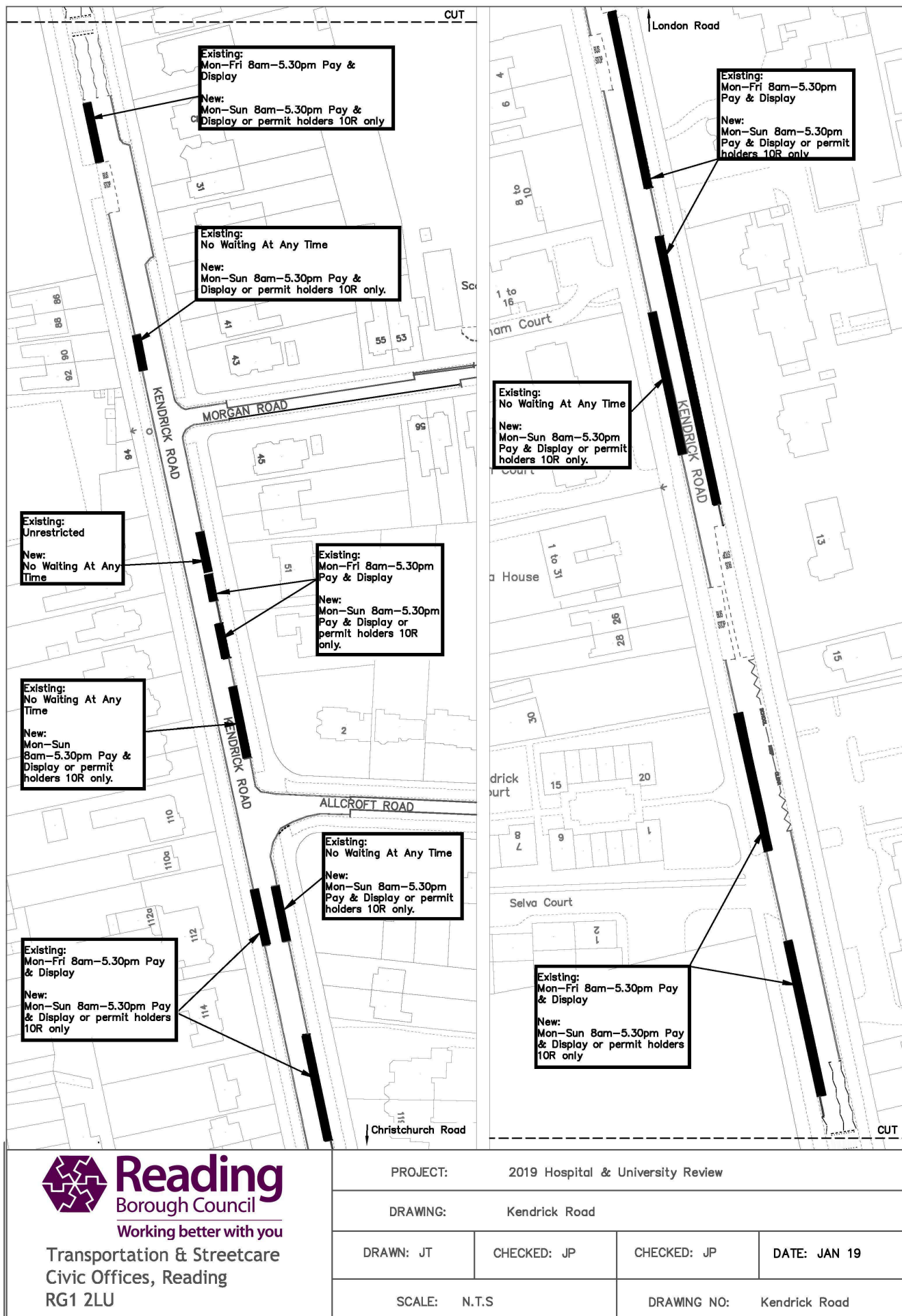


Reading
Borough Council

Transport & Streetcare
Civic Offices
Reading
RG1 2LU

Working better with you

Project	2018 Hospital and University Review	Scale	Drawn
		N.T.S	JT
Drawing	Malvern Court	Date	Checked
		JAN 19	JP
			Approved
			JP
		Drawing No.	MALVERN COURT



Frances Martin
Executive Director for Economic
Growth and Neighbourhood Services

Civic Centre, Reading, RG1 2LU
☎ 0118 937 3787

Our Ref: NM/HOSPITAL READING RP

e-mail:
network.management@reading.gov.uk

Date: 6th July 2020

Your contact is: Network Management, Transport

Dear Resident/Occupier,

ACCESS PROTECTION MARKING (APM) APPLICATION

APMs are courtesy markings and are not enforceable by Civil Enforcement Officers. However, they highlight the presence of the driveway and serve as indicators to the limit of acceptable parking without causing an obstruction and inconvenience to those that have driveway access.

As part of the Hospital & University Area Resident Permit Scheme, it has been agreed to offer residents Access Protection Markings (APM) across driveways that have a legal dropped kerb, if their driveways are due to have new bay markings installed over them. It would not be appropriate to apply for an APM if you are intending to permit selected cars to park across your driveway.

Please note, whilst the initial application of the APM is being offered at no cost you will be responsible for future costs of maintaining the marking, should you wish to have them repainted in the future.

We would be pleased for you to complete the enclosed application form and return it to us as soon as possible via either the postal or email address provided in this letter. This form is required for your confirmation of the marking; please ensure that your application is submitted before the **Wednesday 29th July** to ensure that we can offer you this marking at no cost to you and ensure its installation as part of the scheme implementation.

Yours faithfully,

Network Management

APPLICATION FOR AN ACCESS PROTECTION MARKING

Please note Do not fill in this application form if your property does not have a legal vehicle access (i.e. dropped kerb). If you require information on obtaining a dropped kerb, please contact Streetcare.Admin@reading.gov.uk

• *Full Name & Title:* _____

• Address & Postcode: _____

• Telephone Number: _____

• Do you have a dropped kerb? Yes / No

• Do you have a driveway / garage? Yes / No

Signed:

Date:

Please return the completed application to Network Management. Civic Offices, Bridge Street. Reading. RG1 2LU or email to network.management@reading.gov.uk

PLEASE NOTE: THIS IS A COURTESY MARKING ONLY.