

## Discretionary Permit Application Review Guidance/Information - Reading Borough Council

**Please note each case is dealt with on their own merits and this is a guidance document only**

<b>Circumstances</b>	<b>Notes/Information</b>	<b>Statement of Reasons Factors to Consider</b>	<b>Council Officer Decision</b>
<p><b>No Proof of Residency</b></p> <p>Permit Rules:</p> <ul style="list-style-type: none"> <li>• Applicant name, address</li> <li>• Dated within last 4 months</li> <li>• Bank statement</li> <li>• Credit card bill/store card statement</li> <li>• Gas/electric/telephone bill (mobile phone bills excluded)</li> <li>• Current Council Tax bill</li> </ul> <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>
<p><b>No Proof of Vehicle Ownership</b></p> <p>Rules state must show:</p> <ul style="list-style-type: none"> <li>• Applicant Name, Address and Vehicle registrations Number</li> <li>• DVLA registration document (V5C)</li> <li>• Current insurance certificate/schedule</li> </ul>	<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>

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Students who do not own vehicles and use parents/other person	No exemptions for students to have vehicles registered elsewhere.	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.	Refuse
Second Homeowners/Renting	Applicants stating the live at a different address but work in area and do not want/unable to change vehicle documents		Refuse
<b>3<sup>rd</sup> Resident permit</b>  Rules state: Maximum 2 resident permits per household	Transitional Rules for households becoming part of Permit zone  Proof of residency/vehicle ownership must be correct for any discretionary permits to be offered – see above if they are not	Proof of residency/vehicle ownership must be correct  Zone availability 95% and over Zone availability under 95% - see below  Household status – not eligible  Household status - eligible	Grant for one year only  Refuse  Refuse  Grant

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<b>4<sup>th</sup> or 5<sup>th</sup> Resident permit</b>  Rules state: Maximum two resident permits per household		No discretion to issue Discretionary Resident permits. Unless exceptional circumstances are proven	Refuse
<b>Household Eligibility</b>  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 & has UPRN  <u>Planning Informative</u> 3 or more households in development  2 or less households in development	Any household that does not conform to this definition is excluded from the Permit scheme and cannot apply for Resident or Visitor Permits  Planning Informative is added to a planning permission document which excludes the households from the permit scheme.  Max two permits issued between the households	Zone availability 95% and over  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.  Zone Availability under 95% - see below Depending on personal circumstances:	Refuse  Refuse

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2 or less households in development (cont'd)		<p>If not exceptional e.g. commute to work, shopping, drop off/pick up children</p> <p>If exceptional circumstance proven e.g. medical</p> <p>Check other households – only issue a maximum of 2 between the households</p>	<p>Refuse</p> <p>Grant</p>
<p><u>No Planning</u> Households have been changed without planning permission</p>	Households converted without planning permission are not entitled to ANY permits. Their options are to seek a Certificate of Lawful Use, if allowed. Planning process helps to protect the oversubscription of parking on street.	No discretion to issue Discretionary Resident/Visitor permits. Unless exceptional circumstances are proven	Refuse
<p><u>Prior Approved Households</u> Households have been changed under prior approved planning regulations</p>		No discretion to issue Discretionary Resident/Visitor permits. Unless exceptional circumstances are proven	Refuse
<p><u>Certificate of Lawful Use</u> Households in a property that has a Certificate of Lawful Use may</p>	Rules state: Maximum 2 permits per development	Proofs must be correct	Grant – only two

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only be considered for two resident's permits for the whole development.	e.g. if 11 households, only 2 between them granted	Two Discretionary Resident permits issued to the development.	between them
3 <sup>rd</sup> permit in a development with a Certificate of Lawful Use		No discretion to issue Discretionary Resident/Visitor permits. Unless exceptional circumstances are proven	Refuse
Visitor Permits for planning informative/no planning households	Any Visitor permits that are granted to an excluded household will be charged for	Exceptional Circumstances must be proven	Refuse - free Refuse - charged
Visitor Permits for Certificate Lawful Use households	2 free, 5 charged split between the households		Grant
<u>House of Multiple Occupation</u>			
1 <sup>st</sup> and 2 <sup>nd</sup> Resident Permit	Rules state: Maximum 2 permits for whole property	Proofs must be correct	Grant – only two between them
3 <sup>rd</sup> Resident Permit in HMO		Proofs must be correct As per 3 <sup>rd</sup> permit guidance above	

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<b>Vehicle Registration</b>  Change vehicles regularly – unable to specify vehicle and want ANY	Digital Permits require a valid Vehicle registration – there is no option to issue an ANY digital permit.	No discretion to issue Discretionary Resident.	Refuse
<b>Oversized Vehicles</b>	Rules state vehicle must be a maximum of 2.2 metres high and 5.3 metres long.  Permits are issued to domestic, not commercial vehicles	Dimensions of the vehicle.	Refuse
<b>2<sup>nd</sup> Discretionary Business Permit</b>	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

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<b>3<sup>rd</sup> Discretionary Business Permit</b>			Refuse
<b>Discretionary Visitor Permits to non-residents/landlords</b>	Visitor Permits can only be issued to those who reside within a property resident permit area	No discretion to issue Discretionary Visitor permits. Unless exceptional circumstances are proven	Refuse
<b>Additional Visitor Permits</b>  <u>Resident visitor permits</u>  Resident has applied for the maximum allocation of visitor permits  Resident applied for additional 12 packs/books and more	Rules state: 2 free packs/books 5 charged packs/books	Application for a further 4 packs/books can be granted to a resident – charged for.  No discretion to issue over 12 packs/books Discretionary Visitor permits per household. Unless exceptional circumstances are proven	Grant    Refuse

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<u>Business Visitor permits</u>  Business applied for over 5 packs/books	Rules state: 5 charged packs/books	No discretion to issue Discretionary Resident/Visitor permits. Unless exceptional circumstances are proven	Refuse
<b>Out of Zone</b>  <u>Resident Households</u>	Some properties are on the edge of the permit zone and not included  Applicant needs to explain why off-street parking is insufficient for parking vehicle	Household Status – not eligible Eligible – see below  Zone Availability – 95% and over Under 95% - see below  Off-street parking available Off-street parking not available – see below  Nearest car park – close by Nearest car park – further from town centre – see below  Exceptional Circumstances proven. Must be more than normal household activities – commuting, school runs	Refuse  Refuse  Refuse  Refuse  Grant



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<u>Business</u>	Business located outside the zone  Applicant needs to explain why off-street parking is insufficient for parking vehicle	Commute to work Use throughout the day – see below	Refuse
		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
		Zone Availability – 95% and over Under 95% - see below	Refuse
		Exceptional Circumstances Proven – e.g. care work visits in community, helping residents/businesses – proof provided	Grant
<u>Visitor Permits</u>	No automatic entitlement to Visitor permits if granted discretionary resident permits Depends on circumstances	Visitor permits granted should be charged  Free Visitor permits under exceptional circumstances	Charged

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<p><b>In Zone – Excluded Households</b></p> <p>New Permit Zones – Households excluded from Traffic Regulation Order.</p> <p><u>Resident Households</u></p> <p><u>Visitor Permits</u></p>	<p>Some households, normally blocks of flats with off-street parking, have been excluded from new permit zones to prevent oversaturation of the permit zone</p> <p>No automatic entitlement to visitor permits if discretionary permit granted</p>	<p>Household eligibility, off-street parking to consider. Zone availability</p> <p>Exceptional Circumstances proven. Must be more than normal household activities – commuting, school runs etc</p> <p>As above</p>	<p>Refuse</p> <p>Grant</p>
<p><b>Carer Permit</b></p> <p>Request for Carer permit along with one resident's permit</p>	<p>Rules Issued to Over 65's and/or disabled</p> <p>Up to 3 vehicles per permit</p> <p>No residents permit issued to household</p>	<p>In exceptional circumstances - a carer permit can be granted along with a resident's permit. Must be able to demonstrate who is visiting and why a resident permit – residents permit should not be issued to the person being cared for e.g.</p>	<p>Grant</p>

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Request for Carer permit along with two resident's permits		husband has residents permit but wife requires care – proof must be provided  Two residents permits and carer permit	Refuse
Child requiring care		Need to demonstrate why parents are unable to provide the care Who is the carer coming to visit – HCP Or non-professional What is the child's disability	Refuse – may be able to advise apply for HCP
Request for two Carer Permits	Up to three vehicles per permit – only one visitor at a time to care	What reasons have been given for needing to visit at the same time. Is there a medical need for both carers to be in the household at the same time. How often do they visit? Have visitor permits been issued? Exceptional Circumstances must be proven Refer to Senior Member of Team for review	Refuse

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<b>Health Care Professional Permits</b>  Job Titles not listed on the HCP approved list	<p>HCP permits are for the benefit of the residents in the permit zone</p> <p>Each applicant must explain the reasons for applying. This must include the purpose of the visits, how long a visit (on average) to a patient takes, why the alternatives are not suitable (e.g. the non-permit parking spaces in the zones) and any other information.</p> <p>Job Description showing that frequent visits are made and Lone worker/risk assessments</p> <p>Evidence from the company about the frequency/length of the visits – job sheets/rotas, showing time of visits (excluding personal details)</p> <p>Permits are for all zone – do not grant if you are not sure they make frequent visits</p>	<p>Daily Visits to Residents</p> <p>Ad Hoc Visits to Residents</p> <p>Visits lasting Over 2 hours and daily</p> <p>Visits lasting Over 2 hours but visit infrequently (alternative Visitor Permit)</p> <p>Multiple Visits per day to numerous residents</p> <p>Refer to Senior Team Member for consideration</p>	<p>Grant</p> <p>Refuse</p> <p>Grant</p> <p>Refuse</p> <p>Grant</p>

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Job Titles with Supervisor/Leader/ Manager/Director	Supervisory Roles do not tend to make daily calls to residents but ad hoc	Supervisory Roles do not tend to make daily calls to residents but ad hoc. There are suitable non-permit areas for these types of visits.	Refuse
<b>Physical Visitor Permits</b>  Request for Physical instead of Digital Visitor Permits	Digital Visitor Permits are provided as packs, each pack contains 120 sessions. One session = One hour  They can be booked in multiples.  If you grant physical permits to households with email address, they may still be able to apply for the	Postal Application form - No Email address/Access to Digital Platform.  Postal Application form received but email address provided on form unless they can confirm they have no access to computer and are computer illiterate  Email Address with Account. Unless Exceptional Circumstances Proven - Why can't they access the digital platform	Grant  Refuse/ Grant  Refuse

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	digital packs as well (especially if granted for free)	<ul style="list-style-type: none"> <li>- What is preventing them from booking in visitors in advance</li> <li>- Unexpected Visitors frequently</li> <li>- Can the account be shared with another?</li> </ul>	
<b>Emergency Permit</b>  Excluded Households i.e. planning informative, no planning	Emergency Permits are only available for included households	Moving House  Building works  Temporary vehicle	Refuse
<b>Exceptional Circumstances Permit</b>  For circumstances not covered by the permit rules	Can cover instances like: Nanny permits  Foreign registered vehicles  Anything else	Proof of status/child in household No Proof  Issued for max 6 months and should not be renewed. Need to adjust the length of permit. Foreign vehicles are only allowed in the Uk for a 6 month period in 12 months (need to confirm this)  Applicant needs to demonstrate their need for a permit, should not be for	Grant Refuse  Grant

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		commuter parking, convenience and why none of the other eligibility criteria does not apply. Should only be for exceptional reasons Permits should be zone specific All Zone permits should be limited	Refuse
<p><b>Exceptional Circumstances</b></p> <p>Medical Circumstances, such as difficulties walking, breathing, terminal cancer diagnosis</p> <p>Pregnancy, in itself, is not typically considered an exceptional circumstance unless the applicant can demonstrate associated medical complications or risks that go beyond the normal experience of pregnancy (e.g., hospitalisation, high-risk conditions certified by a medical professional).</p>	<p><i>Exceptional circumstances</i> usually refer to rare, unforeseen, and compelling situations that may justify a deviation from standard eligibility criteria, or procedural requirements. These circumstances are typically beyond the applicant's control and must be clearly demonstrated with credible evidence.</p> <p>Supporting documentation from a qualified healthcare provider must clearly outline the nature, severity, and impact of the condition. Disabled badge and/or Hospital letters</p> <p>Is the Health issue temporary or permanent</p>	<p>Permits are not granted if they have not provided any proof to back up their statement of reasons No proof provided</p> <p>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>

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	<b>Importantly, any medical circumstances must be weighed against standard eligibility factors</b> —including household eligibility criteria and zone availability. An approved exception based on medical grounds <b>does not automatically override</b> these constraints.	In such cases, the decision-maker must determine whether the medical need is compelling enough to justify a departure from normal zone allocation or household eligibility requirements, on a case-by-case basis.	
Family Crisis	Death or serious illness of relative	Proof provided and temporary permits	Grant – Temp permit
Dependants – children in household	Drop off/pick up from local school	All the above criteria must be met - are the children in special needs school?	Refuse
	Drop off/pick up from non-local school	Why are the children placed at a non-local school – how far is it, what public transport options are there. Whose decision was it to place them further from home?	Refuse
Student at College/University	Travel to university/college Applicants must explain why their vehicle cannot be registered or		Refuse



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	insured at the permit address and provide reasons as to why a discretionary permit should be granted.		
Commute to work	This is not an exceptional reason	These activities are considered part of the normal household/daily routine	Refuse
General work-related commitments	This is not an exceptional reason		Refuse
Shopping, Social Visits or Leisure activities	These are not exceptional reasons		Refuse
Cost or inconvenience of using public transport	This is not an exceptional reason		Refuse
Preference for parking convenience over public transport options	This is not an exceptional reason	Reading has a good public transport network with frequent bus services for all permit areas plus good Rail Network	Refuse
Homeless – placed in temporary accommodation	This may be classed as exceptional, residents may be considered vulnerable or in hardship	Evidence from housing officer Any medical or employment needs Consider a temporary permit instead of a full permit depending on length of stay. Proofs of residency and vehicle ownership should be updated if staying beyond 8-week temp permit.	Grant – temp only

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