

# **Explanatory Information**

## **Emergency Flood Parking Permit Application**

This information is supplementary to the application as guidance on each section.

It is helpful if you include a telephone number on the form, in case there is a query with the permit application.

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## Section 1 eligibility guidance

Property eligibility list:

Below is a list of residential properties which may apply for permits with the maximum number of permit(s) permitted for each dwelling.

Hereford	
	Permit allowance: 3 (unless stated)
<ul style="list-style-type: none"><li>• Greyfriars Avenue: 4, 6-9, 11-20, 22, 24, 26, 27, 28,30, 32, 33, 35</li><li>• 10 (HMO) – permit entitlement: 5</li><li>• Fryers Gate: 1-18</li><li>• Wye Terrace: 1-8</li></ul>	<ul style="list-style-type: none"><li>• Flats 1-3, Garden Flat: Wyebridge House, 23-24 Bridge Street</li><li>• Flat, 25 Bridge Street</li><li>• Wye Villa, Bridge Street</li><li>• The Black Lion, 31 Bridge Street.</li></ul>

## Section 2 vehicle document guidance

Emergency Flood vehicle permit – these are permits issued to a vehicle. The allowance varies, see table above for the number permitted.

These will require evidence of ownership of the vehicle.

The following are **acceptable**:

- Registration documents – the vehicle **MUST** be registered in the applicant's name and at the address for which the application is being made.
- We may consider a receipt of purchase provided the receipt/invoice shows the applicant's name and address and the date the vehicle was purchased, which must be within 3 weeks of the application date.
- If the vehicle is a company car you will be required to provide either a confirmation letter from the company that you are the sole user of the vehicle and it is in your possession at all times or a copy of the lease/hire agreement.

The following are **not acceptable**:

- Insurance documentation
- New Keeper slip

Where evidence is being provided this can either be by post or email and can be a photocopy / scan of a document, it can also be a photograph. Please ensure that all relevant information is visible and included in the online application.

## Section 3 residency proof guidance

All applications require a proof of residency check.

**You can opt to allow us to check the council tax register by ticking the box on your online application.**

If not, the applicant must be listed as being liable for the council tax at the eligible property.

The following are **acceptable**:

- Current utility bill (no more than 3 months old)
- Council Tax demand (current year only)
- Tenancy agreement
- Landline telephone bill

The following are **not acceptable**:

- Bank statement
- Mobile telephone bill
- Official letters addressed to the applicant e.g. child tax credit, Inland Revenue information, Job Seekers Allowance confirmation

Where evidence is being provided this can either be by post or email and can be a photocopy / scan of a document, it can also be a photograph. Please ensure that all relevant information is visible. Attach this to the application.

## Section 4 fees guidance

Fee: No fee

Permits will be valid for two years free of charge.

## Section 5 Terms and Conditions

The application process and terms and conditions of use of a permit is covered by this section.

- 1) Emergency Flood Parking Permit will be issued to residents vehicles where proof of occupancy is provided, in accordance with sections 2 & 3. Employee or business parking is not included and parking must be paid for when using car parks.
- 2) The permit will be valid for two years, and will be provided free of charge, renewals must be applied for.
- 3) A change of vehicle must be applied for with the issued permit returned. Altered, copied or re-sold permits will be invalid. The Permit must not be transferred to another person.
- 4) Parking is only permitted in the location designated on the permit (Greyfriars and Wye Street Car Parks only in Hereford), unless otherwise agreed by the Council.
- 5) The permit must be clearly displayed at all times in the front window of the vehicle when parked.
- 6) The permit is only valid for use when a Flood Event has been declared by Herefordshire Council or the Environment Agency. The permit is not valid at any other time.
- 7) All other conditions for use of the car park must be complied with.
- 8) The permit remains property of Herefordshire Council at all times, and can be cancelled at any time without notice.

By applying for a permit you agree to the terms and condition within. **It is the drivers responsibility to check the flooding situation at the car parks, do not relocate your vehicle if there is a risk that it may also be flooded.**

For further assistance with any part of this application process please telephone 01432 26 0974 or email [civilparkingenforcement@herefordshire.gov.uk](mailto:civilparkingenforcement@herefordshire.gov.uk)

Applications are encouraged to be made online, for further assistance please contact; Parking Services, 10, Town Hall, St. Owens Street, Hereford, HR1 2PD.