

Resident's Parking Permit Application Form

Please complete in BLOCK CAPITALS and in black ink.

Personal details

Title and full name of resident

Address

Telephone number

Are you a full Manx Driving Licence holder?

Yes

No

Please note: holders of Provisional Driving Licences are not eligible to apply

Is this permit for a temporary period?

Yes

No

If **Yes** - Date from

to

Vehicle details (Permits will be issued to Class A vehicles only - see notes)

Vehicle registration number

Make

Model

Colour

Does your vehicle exceed - Weight laden - max 2000kg?

Yes

No

exceed - Length - max 4.5 metres?

Yes

No

If permit is for a van - please state the vehicle gross weight (maximum laden weight)

I hereby apply to the Department of Infrastructure ("the department") for a Residents
Parking Permit in Disc Zone

I certify that the vehicle is in constant daily use and will not be left in the Disc Zone for longer than
24 hours without being used (holidays excepted).

I certify that the vehicle has a valid Tax Disc

Expiry date

Month

Year

I authorise the Department to make whatever enquiries it considers necessary to verify the above details.

I confirm that I fully understand and will abide by the conditions of use set out.

I understand that an applicant may only have one permit but may have more than one vehicle registration on the permit.

I confirm that the above is my permanent residential address and not a place of business.

I declare that all the details I have given on this form are true and complete.

I shall notify the Department of Infrastructure immediately if any of the details change.

I understand that under the Data Protection Act 2002 I have a right to a copy of the information the Department of Infrastructure holds on me and that I may be charged for this service.

I understand my personal details (name and address) will not be made public unless there is an appeal to my application. All appeals are subject to a Department of Infrastructure Appeal meeting.

Signed

Date

Please note: The Vehicle Registration Book, Certificate of Insurance, Full Manx Driving Licence and proof of address, (e.g. utility bill/bank statement) dated within the last 3 months must be submitted with this application. All documents will be returned.

Send completed form to:

Parking Permit Section
Vehicle Test Centre
Ballafletcher Road
Tromode
Isle of Man
IM4 4QF
Tel: +44 1624 686687
Email: parkingpermitenquiries.doi@gov.im

Office use only

**Log Book
details confirmed**

Date	
<input type="text"/>	<input type="text"/>

**Driving Licence
confirmed**

Date	
<input type="text"/>	<input type="text"/>

**Proof of address
confirmed**

Date	
<input type="text"/>	<input type="text"/>

**Insurance
details confirmed**

Date	
<input type="text"/>	<input type="text"/>

Resident's Parking Permits Guidance Notes

1. What is the purpose of a resident's parking permit?

Disc Parking Zones are in effect within Towns and Villages throughout the Island. The purpose of these Zones is to restrict long term parking of visitors or commuters within the zone. The hours of operation in retail areas are generally Monday - Saturday 0800 to 1800 hours and in residential areas Monday – Friday 0800 to 1800 hours.

Residents who live within Disc Parking Zones are eligible to apply for a Resident's Parking Permit which allows them to park in the area without being subject to the time restrictions placed by the Disc Zone Regulations.

2. What type of vehicles are permitted to apply for a permit to park in a Disc Zone?

The Disc Parking Regulations¹ provide for a class of vehicle called "Class A" vehicles.

These are defined as:

- Motor cars (including dual purpose vehicles, i.e. 4x4's);
- Motorcycles and motorcycles with sidecars;
- Tricycles (3 wheeled vehicles not exceeding 500 kilograms unladen weight);
- Invalid carriages;
- Light Goods Vehicles (including car derived vans) not exceeding 2000 kilograms maximum laden weight and not exceeding 4.5m in length.

Please note: Camper Vans are not eligible for a resident's parking permit.

3. Are there any restrictions on the type of vehicle that can be parked in a Disc Zone?

- You must look for signs in the Disc Zone as some areas are restricted to cars only.

4. Who is entitled to apply for a resident's parking permit?

- People who can prove residency in a street that is included in a Disc Zone.

5. Temporary permit

- Applications for temporary permits which may be issued for UK registered vehicles undergoing re-registration must be accompanied by the vehicle registration document and a valid Tax Disc in addition to the necessary proof of address.

6. I live around the corner from a Disc Parking Street, can I apply?

- Unfortunately you will not be eligible to apply.

7. Who is not eligible for a resident's parking permit?

- Guest House Visitors
- Homestay
- Property owners whose residence is not within a Disc Parking Zone
- Businesses
- Workers whose businesses or offices are within a Disc Parking Zone
- Tradesmen – Tradesmen's Permits are available for mobile workshops and are available from the Vehicle Test Centre, subject to being Government Registered Tradesmen and/or being a member of the Employers Federation.
- Provisional Driving Licence holders

8. My van is used for private purposes only; can I have a permit for it?

- Only if it is a small van and does not exceed 2 tonnes maximum laden weight **and** is no longer than 4.5m in length.

9. I have visitors staying at my house, can they apply for a permit?

- Applications for temporary visitor permits, which may be issued to persons visiting relatives on the Island, must be accompanied by the vehicle registration document and a valid tax disc. The application must also be accompanied by a letter from you, the householder, confirming the address at which they will be staying and the applicable dates.

10. Is there a fee for a Resident's Parking Permit?

- Not at present.

11. What documentation is required to apply for a resident's parking permit?

- Vehicle Registration Certificate
- A valid insurance certificate
- Full Driving Licence
- A recent utility bill or bank statement, not more than 3 months old

12. We have three car owners in the household, how many parking permits can we have?

- You may have a permit each if you all hold full Isle of Man driving licences and can provide the documentation required above.

13. I own several cars, how many cars can I have on my permit?

- Up to four, but you may only use the permit on one vehicle at a time.

14. Conditions of use for a resident's parking permit

- (1) The permit must be clearly displayed on the front windscreen at all times when the vehicle is parked in the designated Disc Zone. Failure to do so may result in the issuing of a Fixed Penalty Notice.
- (2) Vehicles and their contents are parked at owner's risk and the Department will accept no liability for loss or damage to vehicles however caused.
- (3) The permit holder is responsible for the safe-keeping of the permit and must notify the Department immediately of any loss of a permit.
- (4) Permits should be surrendered back to the Department if no longer required.
- (5) Permit holders must advise the Department of any change of address and/or vehicle.
- (6) Permits remain the property of the Department and are **not transferable** to other persons.
- (7) In the event of any abuse of these conditions and without prejudice to any action capable of being brought under the relevant Road Traffic Legislation, the Department reserves the absolute right to recall and cancel the permit at any time and to decline thereafter to allocate any further permits to the person concerned.
- (8) The issuing of permits does not guarantee the availability of a space in the designated Disc Zone.
- (9) The vehicle must be in constant use (holidays excepted).

15. Appeals

- Should an application for a permit be turned down, applicants have a right of appeal. An Appeal Form may be obtained from the Parking Permit Section and should be submitted with accompanying documentation (if any) within 21 days of the refusal.

¹Regulations are made under the Road Traffic Regulation Act 1985