

Terms and Conditions of a Permit

- All applications must be made on the official PermitSmarti online system. You can log into your online account at anytime to apply, however the permits will only be processed during the Parking Office opening hours stated above.
- All applications must be supported by:
 1. Evidence that you are a resident in of the resident zone you are applying for. The following documents are accepted as proof of residency:
 - ❖ Utility Bill e.g. gas, electricity, telephone, water etc. (must be dated within the last 3 months)
 - ❖ A bank/building society statement(must be dated within the last 3 months)
 - ❖ A Benefits Agency statement/pension book (must be dated within the last 3 months)
 - ❖ A letter from solicitor stating the date of completion on purchase or the property
 - ❖ A valid Tenancy Agreement
 - ❖ Your council tax bill for the **current year**
 - ❖ Driving licence – showing my name and current address within the relevant zone
 2. Proof that you are the registered keeper of the vehicle and that it is registered to the address you are applying for a permit for. The following documents are accepted as proof of vehicle ownership:
 - ❖ Vehicle registration document (VRD) also known as log book, showing my name and address with the relevant zone
 - ❖ A copy of a valid insurance certificate or cover note, showing your name and address within the relevant zone
 - ❖ If my employer owns the vehicle and the VRD is in their name, a required letter from the company secretary (or equal authority) on headed paper, specifying that the vehicle is allocated for my specific use as an employee. **(Must be dated within last 3 months)**
- The permit remains the property of the Council. If you move or no longer have the use of the vehicle, then the permit must be cancelled /returned immediately.
- A virtual permit is only valid for the vehicle and resident parking zone for which it is registered to on your account in the PermitSmarti system. The permit shall cease to be valid at the expiration of the specified period.
- A paper based permit must be clearly displayed at all times within the vehicle front windscreen of the vehicle it has been issued to, it

must not be copied, changed or defaced in any manner and the permit may not be used in any other vehicle. If it is, it becomes invalid and the keeper becomes liable for any penalty imposed.

- If the Council has reasonable grounds to believe that the conditions of use of the permit have been abused, the Council reserves the right to cancel the permit. The Council will notify you of its decision in writing to the address given at the time of application. The permit must then be returned to the Council within 48 hours.
- You must obey the law relating to parking and obstruction on the public highway. The permit is valid only within the area designated to resident permit parking.

Slough Borough Council reserves the right to withdraw any resident permit or visitor permit if an individual is found to be subverting the purpose of the scheme.