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| WHOLESTART |
|  |  *Parking Services*[www.coventry.gov.uk](http://www.coventry.gov.uk)  |
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|  |
| August 2022 |



Dear Resident

**IMPORTANT INFORMATION**

**Resident Parking Permits (Zone EA - Morningside) – updates**

I am writing to make you aware of some important changes to the Resident Parking Scheme (Zone EA - Morningside) which mean you now need to renew your parking permits.

The main changes are:-

* We have replaced the computer system that we use for permits from MiPermit to a system called **Taranto**. Tarantooperates in a similar way to MiPermit as it allows you to buy and manage permits online. [*If you don’t have access to the internet, you can telephone and speak to an operator who will assist you with the process*].

**Please note – we will issue your permit(s) when we have received your proof of residency documents and payment. Documents can be sent by post to: Coventry City Council, P.O Box 15, Coventry. CV1 5RR, or by email to** **parkingpermits@coventry.gov.uk****.**

* We have changed the process of registering permits and introduced some additional controls to reduce the potential for permit misuse.

**What to do next:**

Firstly, create an account on Taranto as soon as possible. You can access Taranto online from Tuesday 30 August 2022 <https://coventry.tarantopermits.com/>

* + Register for Taranto permits before **Friday 28 October 2022**. (Your old permits won’t be valid after Monday 31 October 2022).
	+ When registering for your permits make sure you provide copies of the relevant documents to show the vehicle is correctly registered at the property. *[See further details below on how to register for permits]*.
	+ Make sure you know the parking zone (EA) and vehicle registration number before you start the process.
* You can apply for a maximum of three resident permits per household and three visitor permits *(except in multi-occupancy buildings comprising sub-divided properties e.g., student apartments where the maximum allocation is three permits.)*
* **Resident and Visitor permits cost £20 each and last for three years.**
* If you don’t have a vehicle, you can still use the same process to apply for visitor permits.
* We issue virtual (paperless) permits as standard and there is nothing for you to display in the vehicle.
* Ensure you check the terms and conditions of use which have been updated.
* We have introduced a new feature called Visitor Vouchers which are free and are valid for one day, which are a useful alternative to the standard visitor permit.
* The following information is included with this letter and is also available online at [www.coventry.gov.uk](http://www.coventry.gov.uk)
* How to register for permits
* Terms and conditions of Use
* Frequently asked questions
* Data protection statement

Please remember:

* having a parking permit does not guarantee a parking space
* if a vehicle is parked in a permit parking space and does not have a valid permit, then a penalty charge notice (PCN) may be issued, which incurs a fine of £70 – reduced to £35 if it’s paid within 14 days
* permits are issued subject to the Council’s terms and conditions of use
* any misuse or abuse of permits may result in the permits being cancelled and withdrawn.

Further information about parking permits and parking enforcement is available online at [www.coventry.gov.uk/parking](http://www.coventry.gov.uk/parking)

Yours sincerely,

Paul Bowman

Parking Services

Coventry City Council

# **How to register for permits**

# **To register online**

* Go to the Coventry portal: [https://coventry.tarantopermits.com/](https://protect-eu.mimecast.com/s/Vpy6CmwK2s1Q3WOSGy_42?domain=coventry.tarantopermits.com)
* Register for a new account
* Enter your postcode to select your property address.
* Follow the on-screen instructions to complete the process.

# **To register and apply by phone**

* Send in the relevant documentation as proof of residency.
* Once we have received your documents, we will be able to process the permit.
* Phone 02476 833400 between 10am – 4pm during Monday to Friday and speak to a member of staff (excluding Bank Holidays) for assistance and to make payment.

# **How to request a permit online**

* Login to your account.
* Select either the resident or visitor permits from the permit applications list. If there is more than one type of permit available to you, select the type of permit you would like to request.
* Enter the vehicle registration number to be associated with the permit.
* When a permit has been acquired it will appear in your online account, ready for you to use.
* If you are unable to upload the required documents, please send a copy of proof of address and your vehicle registration document (V5) to parkingappeals@coventry.gov.uk within 7 days of applying for a permit.

# **How to use your virtual permits**

Permits are virtual (paperless) and there is nothing to display in the vehicle, you simply need to ensure the correct vehicle registration number is entered when you register, and you’re covered.

You can change the vehicle registration number on the virtual permits as follows:

* Login to the portal and select **Change Vehicle Details**
* Select the relevant permit, **Click on View** and select **Change Vehicle Details**

# **About Visitor Parking Vouchers**

You must have a Visitor (Standard) Account on the system, or a Resident (Standard) Permit, before requesting Visitor Parking Vouchers.

Visitor Vouchers are like digital ’scratch cards’ and are valid for 1 day only from 00:00am to 23:59pm the same day. They can be pre-set in advance for a specific date.

You will need to use more than one voucher if you have a visitor staying overnight or for more than a day.

You can activate a maximum of three Visitor Vouchers at the same time.

When a voucher has expired you can replace it the following day.

How to apply for virtual visitor vouchers

* Log into your account
* Go to ‘Buy / Use’ Vouchers tab
* Buy the number of Visitor (Standard) Vouchers you require.
* Click ‘Activate’
* Enter the vehicle registration number
* Enter the Permit start date
* Enter the Permit end date
* Click Activate
* Your Visitor (Standard) Vouchers are now ready to use.
* You can deactivate vouchers by clicking ‘deactivate’.

Terms & Conditions of use

# **General principles of operation**

1. The Council reserves the right to amend the Terms and Conditions of Use without notice and at any time.
2. By applying for or purchasing any type of parking permit, the resident:
* Agrees that all the information that they have given in the application process is correct.
* Accepts and agrees to be bound by and comply with the Terms and Conditions of Use
* Agrees to be bound by and comply with the relevant Traffic Regulation Order.
1. The maximum number of resident and visitor permits allowed per property will not be increased.
2. The permit is only valid for use in the zone for which it has been issued during the times that the parking scheme is operational.
3. The permit does not guarantee a parking space or that the permit holder will be able to park directly outside of their property.
4. The permitted vehicle can park in the scheme for as long as required on the proviso that the permit is used in accordance with the **Terms and Conditions of Use.**
5. The Council has absolute discretion to revoke and cancel permits without notice if it believes that the permit has been misused or obtained fraudulently.
6. No refunds will be given for unused, unwanted, or withdrawn / cancelled permits.
7. Permits are valid from the date of issue until the expiry date unless it has been revoked or cancelled.
8. The vehicle registration document (V5) must be provided together with proof of residency when applying for a permit. The Council may check Council Tax records to confirm the eligibility of a resident for a permit.
9. A Resident Permit will only be issued where:
* The vehicle is correctly registered with the DVLA at the property.
* The property is located within the residents’ parking scheme and zone
* The resident has paid the required fee for the permit.
* The resident has not been expelled or had permits withdrawn and cancelled.
1. Permits will not be valid if the permit holder no longer lives at the permit address.
2. It is an offence to provide false or misleading information when applying for permits and anyone who does so could be liable for a fine of **£5,000** and / or **imprisonment**.
3. Falsely or fraudulently obtaining or possessing a permit will invalidate the permit.
4. Permits can only be assigned one vehicle registration number at a time.
5. It is the permit holder’s responsibility to ensure that the vehicle registration number assigned to the permit is correct. An incorrect vehicle registration number may lead to the issue of a Penalty Charge Notice and a fine of £70.
6. The permit holder is responsible for renewing the permit in a timely manner.
7. Permits are not valid in car parks or where other parking restrictions apply (e.g., double yellow lines). Vehicles must be parked in accordance with the parking restrictions at all times.

# **Permit misuse**

1. Permit misuse will result in all permits that have been issued to the property being **revoked and cancelled** and no refunds will be given.
* Permits are for use by residents and their bona fide / genuine visitors **only**. Vehicles that are not ‘genuine visitors’ may be issued with a penalty charge notice and a fine of **£70**.
* Use of permits by anyone other than genuine residents and their visitors constitutes **misuse**.
* The selling or re-selling of permits (resident or visitor) is strictly prohibited and constitutes **misuse.**
* Reproducing, copying, defacing or altering a paper permit in any way constitutes **misuse** and the permit will not be considered valid for use.
* Any resident who is responsible for the misuse of a permit will be **expelled** from the parking scheme and will not be eligible for permits.
* Any resident who has been expelled from the scheme due to permit misuse is not allowed to park their vehicle within the residents’ parking scheme and the vehicle will be issued with a fine of £70 if they do.

# **Data Protection & Detection of Fraud**

Privacy Notice - Residents’ Parking Permits

GDPR and the Data Protection Act 2018 - Under new Data Protection regulations (GDPR) Coventry City Council needs to inform you of the reasons why we are capturing your data and what we will do with your data. Any personal data collected and/or processed under this policy/procedure will be dealt with in accordance with Data Protection Legislation and the Council’s Data Protection Policy. Data is held securely and accessed by, and disclosed to, only individuals where relevant to this policy/procedure.

Data Protection Privacy Statement – Issue of various permits, dispensations and waivers. In order to deliver services to the residents and communities in Coventry, it is necessary for the Council to collect, gather and process personal data about residents, staff and other individuals. Coventry City Council is committed to protecting your personal data when you use its services and/or correspond with it. The Council has registered as a Data Controller with the Information Commissioner’s Office. This registration can be viewed on the ICO website (Registration Number Z6007528).

As a Data Controller, the Council sets out the purposes and methods for processing information and ensures safeguards over any personal and special category information it processes.

The sections below explain the arrangements we have in place to protect the information entrusted to the Council.

* **In relation to Issue of various permits, dispensations and waivers, Coventry City Council will process your personal data for the following processing purposes:** Processing applications for permits, dispensations and waivers. It is processing this personal data by virtue of the following Lawful Basis: Consent of the data subject
* **Personal data provided for issue of various permits, dispensations and waivers may be shared with, or obtained from the following organisations (in addition to any other disclosure required by a Court of Law or in response to a valid request by, normally, a law enforcement agency**: We may share data between services within the Council so that we can keep our information on you as up to date as possible and so that we can improve our services to the customer. We sometimes need to share information with other organisations such as Police, Courts and Tribunals and Debt Collection Agencies.
* **The processing of your personal data will be restricted in time to**: Personal data and private information are kept in a form which permits identification for no longer than necessary. The data and information are no longer retained once the purpose for processing has been fulfilled.

Your personal data will be held by/for the Council within the UK or the EU. We have a range of measures to protect the personal data you provide. These include:- cyber security; physical security of the Council’s buildings and training on Data Protection for staff. Coventry City Council is the Data Controller processing your information, who can be contacted as follows:

You have the right to submit a complaint if you are unhappy with the way your request is handled or disagree with a decision made by the Council regarding your data. In these circumstances you can contact the Data Protection Officer (DPO), Adrian West and request a review of the decision. DPOTeam@coventry.gov.uk

If you are dissatisfied with the outcome from the DPO you may wish to apply to the Information Commissioners Officer at:

The Information Commissioner’s Office
Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

# **Frequently Asked Questions**

If I park on my property, do I have to display a permit?

*No, you do not need to display a permit when parked on your own property or driveway.*

I do not have internet or an e-mail address. How can I apply for permits?

*You can either ask a relative or friend to apply on your behalf or you can contact the Parking Admin Team by telephone (Tel: 024 76833400) and a member of staff will be happy to help you. Please note a permit cannot be issued until we have received a copy of the relevant documents and payment for the permit.*

How do I renew my permit(s)

*You will receive a renewal reminder e-mail approximately 4 weeks before the permit expiry date. The e-mail will contain instructions on how to renew your permit.*

Can I park anywhere?

*No,* *you are only permitted to park in a permit zone if you have a valid permit. You cannot park on double yellow lines or single yellow lines when the restriction applies.*

How much does a permit cost?

*Permits cost £20 each and last for 3 years.*

How many permits can I apply for?

*You can register for a resident permit for each vehicle registered to the property (up to three permits) plus up to three visitor permits.*

*If you live in a student household the maximum number of permits per property is three.*

What happens when I have visitors?

*If you have regular visitors, you can provide them with a ‘virtual’ visitor parking permit, which can be transferred to other visitors. For occasional visitors you can provide them with a visitor voucher which lasts for one day.*

I have a Carer. Are Carers entitled to apply for a resident’s parking permit?

*They can use your visitor parking permits or apply for a Carer’s Permit.*

I have applied for a permit. How long is it going to take for me to receive it?

*In most cases we will review new applications within 48 hours, although applications are not processed on Saturdays, Sundays and Bank Holidays and will be processed the following working days.*

*When you apply for the first time, you will need to provide proofs of residency and proof of vehicle ownership so it is important for you to submit the correct proofs straight away, otherwise your application may be delayed. We will not approve your application until we had received all the correct proofs from you. Once we are satisfied with the proofs, we will e-mail you asking you to make a payment. Once the payment is received, we will issue your permits the same or next working day.*

What supporting documents do I need to provide to show that I am eligible for permits?

*You will need at least two recent documents that are less than 3 months old that include your name and address to show that you are the resident at the property. This can be a copy of a utility bill or Council Tax bill, a vehicle insurance policy or insurance certificate, a signed current tenancy agreement, a bank statement, a valid driving licence or passport. Please send copies of the documents not the originals.*

I have a lease car / hire car / company vehicle. What documents do I need to supply?

*We will need a either a copy of the finance agreement or a letter from the insurance company (on headed paper) or a letter from the company (on headed paper) confirming that the vehicle is kept at the address.*

I have applied for a resident permit, and I have provided proof of residency, so why do I need to provide proof for my car?

*We must see proof that your vehicle is correctly registered with the DVLA at your address in the residents’ parking zone, this can be your log book or vehicle insurance policy document.*

Where can ‘Blue Badge’ holders park?

*Blue Badge holders can park in permit parking zones without a permit, but the Blue Badge must be correctly displayed.*

Does a parking permit guarantee me the right to park outside my house?

*No, we cannot reserve parking spaces. However, by preventing non-residents from parking in the area, it should be easier for you to find parking spaces near to your property.*

Why do I have to pay to park outside of my house? Is it a money-making scheme for the council?

*Resident parking schemes were requested by residents to stop non-residents from parking in the area. Residents were consulted before the schemes were introduced and most residents who replied to the consultation voted in favour of introducing a Resident Parking Scheme. Permit charges go towards the cost of implementing and maintaining the scheme.*

I am a contractor working on a property located in a residents’ parking zone. Can I apply for permits?

*No. If you cannot obtain permits from the resident, you can apply for a dispensation waiver permit online.*

How are the restrictions enforced?

*Uniformed Civil Enforcement Officers (Traffic Wardens) patrol the area and will issue penalty charge notices (PCN) to vehicles that are illegally parked that don’t have a valid permit. A PCN incurs a fine of £70 fine which is reduced to £35 if paid within 14 days.*