

The Resident/Occupier

Frances Martin
Executive Director for Economic
Growth and Neighbourhood Services

Civic Centre, Reading, RG1 2LU
☎ 0118 937 3787

Our Ref: NM/EAST READING RP

e-mail:
network.management@reading.gov.uk

Date: 12th August 2019

Your contact is: Network Management, Transport

Dear Resident/Occupier,

EAST READING RESIDENT'S PARKING - PERMIT APPLICATION

The Council carried out a statutory (legal) consultation in November 2018 on introducing a new parking scheme in your area. Following the completion of this consultation, the scheme was approved by the Traffic Management Sub-Committee at their meeting on 10th January 2019 - the scheme will now be introduced.

The approved scheme includes areas of 'resident permit parking past this point' restrictions and other bay-marked restrictions. Information about the scheme is also available online here: <http://www.reading.gov.uk/parking/Eastreadingstudy>

It is now appropriate to start applying for permits so that you are ready for the introduction of this new permit parking scheme. Permits can now be obtained via our online application service. You will need to create an account and must have an email address to apply. Please ensure that you apply **by Monday 9th September** in order to receive your permit before the scheme is introduced on Monday 16th September 2019. See the reverse for more details.

Please note that there is a charge of £30.00 for the first permit and £120.00 for the second permit. Please refer to the online permit application for more information, where you may also apply for visitor, discretionary and other permit types. The permit charges will increase from 1st October 2019 to £40.00 for the first permit and £150.00 for the second permit.

If you have any queries regarding the permit scheme or your permit application, please contact our Parking Permit team on 0118 937 3767 or residents.parking@reading.gov.uk . Please note that the information in this letter is correct at the time of writing.

Yours faithfully,

Network Management

Apply Online - Permit Application Guide

Website: <http://www.reading.gov.uk/parkingpermits>

Follow the link to “Apply for Permits”

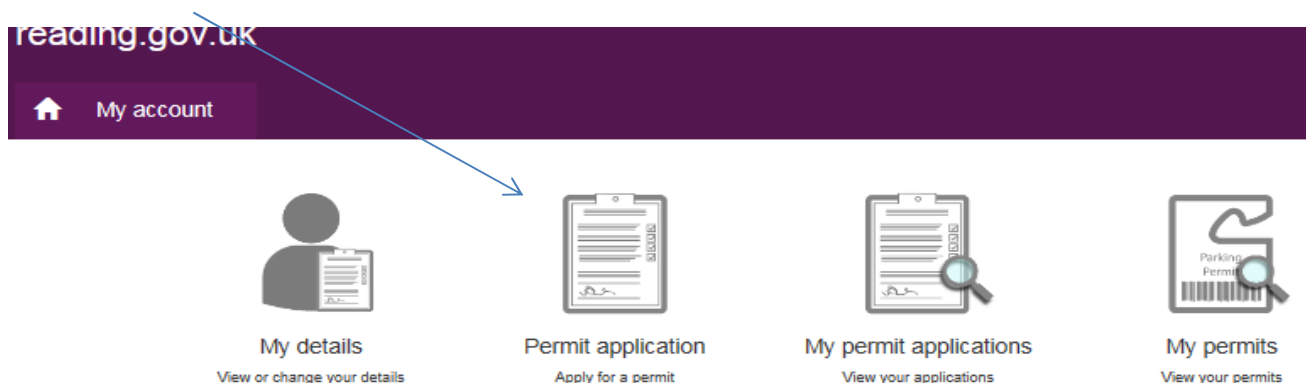
1. **Create a new account:** You will need an e-mail address to set up your account

Select “Resident” account type and enter your details.

If you do not have an e-mail account, please contact the Permit Team who will post an application form to you. Please note that postal application will take longer to process.

2. **Activate Your Account:** Via the confirmation e-mail sent to you

3. **Apply for Resident Permit**



STEP 1: Select Category - RESIDENT

STEP 2: Select Permit Type - Resident Permit

STEP 3: **CHANGE the start date to the 16th September 2019** (the earliest you can apply for your permit is the 19th August 2019)

STEP 4: Enter your vehicle registration, make and colour

STEP 5: Answer the questions on type of proofs you will be providing

STEP 6: Upload your proofs: For details about required proofs, please visit:

<http://www.reading.gov.uk/parkingpermits/proofs/>

You will need to upload your proofs as part of your application; it is a good idea to have these proofs ready to upload (i.e. scanned) so that your application does not time out.

STEP 7: Make Payment

4. **Apply for Visitor Permits:** You will need to apply for **EACH book separately** e.g. Two free books, you will need to create two visitor resident permit applications.

As above except:

STEP 2: Select Permit Type - Visitor Resident Permit

STEP 4: NOT REQUIRED

STEP 7: books 1 and 2 issued free of charge, books 3 - 7 charged at £22 each (from the 1st October 2019 the charge will increase to £25.00 per book)

What does residents permit parking mean to me?

- A maximum of two permits are issued to each household in streets designated as within residents' parking zones. A household is a house or flat in a permit parking zone that is registered for Council Tax, has appropriate planning permissions, and does not have a planning condition and/or informative. You may be asked to demonstrate appropriate planning consents. Commercial vehicles are not eligible for resident permits.
- Please note that there is a charge of £30.00 for the first permit and £120.00 for the second permit. **The permit charges will increase from 1st October 2019 to £40.00 for the first permit and £150.00 for the second permit.** It is up to you to decide who will apply for the first and who will apply for the second permit. All motorised vehicles parked on-street within a residents' parking zone require a permit.
- When permits are first issued you will be asked to fill out an application form and provide some proof of residence and vehicle ownership (please see website: <http://www.reading.gov.uk/parkingpermits/proofs/>).
- All households are entitled to visitor permits. Visitor permits are scratch cards, each for half days. They are issued in books of 20 permits. The first two books are free. You can apply for up to a further five books at a cost of £22 per book. From the 1st October 2019 the charge will increase to £25.00 per book.
- You could use a visitors permit for one-off situations but the onus is on the vehicle driver/owner to make their own arrangement in obtaining a permit to park. Reading Borough Council may issue other permits to people who are unable to comply with the application process or to people providing services to residents such as carers, health professionals and trades people. These permits are called discretionary permits.
- Businesses with premises located within the Parking Permit Zone may be entitled to one business permit. Proof of business address and business use of the vehicle is required. Business permits are subject to a charge.

This is just a summary of the main points with more information online at:

<http://www.reading.gov.uk/parkingpermits>

The Resident/Occupier

Your contact is: Network Management, Transport

Dear Resident/Occupier,

ACCESS PROTECTION MARKING (APM) APPLICATION

APMs are courtesy markings and are not enforceable by Civil Enforcement Officers. However, they highlight the presence of the driveway and serve as indicators to the limit of acceptable parking without causing an obstruction and inconvenience to those that have driveway access.

As part of the East Reading Area Permit Scheme, it has been agreed to offer residents Access Protection Markings (APM) across driveways that have a legal dropped kerb, if their driveways are due to have new bay markings installed over them. It would not be appropriate to apply for an APM if you are intending to permit selected cars to park across your driveway.

Please note, whilst the initial application of the APM is being offered at no cost you will be responsible for future costs of maintaining the marking, should you wish to have them repainted in the future.

We would be pleased for you to complete the enclosed application form and return it to us as soon as possible via either the postal or email address provided in this letter. This form is required for your confirmation of the marking; please ensure that your application is submitted before the 1st of September to ensure that we can offer you this marking at no cost to you and ensure its installation as part of the scheme implementation.

Yours faithfully,

Network Management

APPLICATION FOR AN ACCESS PROTECTION MARKING

Please note Do not fill in this application form if your property does not have a legal vehicle access (i.e. dropped kerb). If you require information on obtaining a dropped kerb, please contact Streetcare.Admin@reading.gov.uk

• *Full Name & Title:* _____

• Address & Postcode: _____

• Telephone Number: _____

• Do you have a dropped kerb? Yes / No

• Do you have a driveway / garage? Yes / No

Signed:

Date:

Please return the completed application to Network Management. Civic Offices, Bridge Street. Reading. RG1 2LU or email to network.management@reading.gov.uk

PLEASE NOTE: THIS IS A COURTESY MARKING ONLY.