



GUIDANCE NOTES

Central Milton Keynes – Resident/ Visitor Permit (Virtual Permit) & Day Vouchers

Eligibility

Any Central Milton Keynes (CMK) resident as defined below, over the age of 17 years, and who is the user of a vehicle that is registered to the applicant's address, may apply for;

- (i) one resident permit per person
- (ii) one visitor permit per person
- (iii) 50 free visitor day vouchers per year, per person
- (iv) additional visitor's day vouchers may also be purchased

Residents whose addresses are within CMK i.e. inside the area between H5 and H6 and between Elder Gate and Marlborough Gate may apply.

Proof of Residency:

Resident permit

Applicants who are applying for a resident permit are required to provide a copy of the vehicle registration (V5C) registered for the address for which you are applying for a permit and two documents verifying the application address e.g. Driving licence/lease agreement, Formal Tenancy Agreement (accepted on initial application only), Utility Bill, Bank Statement (please note that these must be dated within three months)

Visitor permit

Applicants are required to provide two proofs of residency from the above list.

Temporary permits (one month)

Applicants are required to provide one proof of residency e.g. Tenancy Agreement.

Visitor day vouchers

Residents with a valid annual permit can purchase additional visitor vouchers at a cost of £1 per day

Proof of residence must be provided before your application can be approved. The Council reserves the right to request further proof of residence if necessary.

Vehicle Eligibility

A Resident parking permit may be used in the following types of vehicles.

- i) A passenger vehicle, which carries no more than 12 passengers.
- ii) A goods vehicle weighing less than 3.5T gross laden weight.

Permits & Day Vouchers are not valid for trailers. It is prohibited for any street trader vendor's vehicle to be parked or operate from any parking place.

Where the Permit/Day Voucher is Valid:

There are many different parking restrictions within CMK and it is important to ensure you are aware of the areas where you are permitted to park with a valid permit/day voucher.

Resident permit holders are authorised to park where the code below is displayed, and on posted signs in Central Milton Keynes. Permits are not valid in any other type of parking bay.

R1

Failure to purchase a valid virtual electronic parking permit when parked in a permit zone may result in the issue of a Penalty Charge Notice.

Change of Vehicle (VRM):

If you change your vehicle during the validity of your parking permit, you must log into your account and change the vehicle details to update your permit.

Refunds:

If you no longer require your Resident and/or Visitor parking permit and there is more than six months remaining on it, you can obtain 50% of the cost of the annual parking permit.

A refund application must be completed and returned either by email to mkparking@milton-keynes.gov.uk or by post to: Milton Keynes Council, Parking, 1 Saxon Gate East, Milton Keynes, MK9 3EJ. The refund form can be found at <http://www.milton-keynes.gov.uk/streets-transport-and-parking/parking/permits>

Renewal:

It is your responsibility to renew your permit. Applications for renewals should be made at least 5 days prior to the expiry of your permit to allow the application to be processed.

Apply here: <https://permits.paysmarti.co.uk/acct/miltonkeynes>

For any permit queries please email miltonkeynespermits@imperial.co.uk

General Data Protection Regulation.

How we keep your personal information safe.

Under the General Data Protection Regulation Act Milton Keynes Council has a legal duty

to protect any information we collect from you.

For more information about how we use your personal data please visit www.milton-keynes.gov.uk/highways-and-transport-hub/parking/parking-privacy-notice-for-parking-services