

**Reference:**

The Resident/Occupier  
«House\_Number» «Building\_Name»  
«Road\_Name»  
«Town\_Name»  
«County\_»  
«Postcode»

**Residential Parking Permits  
PO Box 905  
Oxford  
OX1 9QQ**

**Corporate Director for  
Environment and Place**

**24th July 2024**

Dear Sir/Madam

**Whitchurch-on-Thames: changes to on-street parking & introduction of permit parking areas**

Further to a public consultation exercise that took place in October last year, a scheme has been approved by our Cabinet Member for Highways Management for implementation that will see the introduction of new permit holder only parking bays, dual purpose parking bays and single and double yellow lines along the High Street.

We aim to bring the new changes into effect from **15<sup>th</sup> August onwards** and details of the approved scheme and consultation can be viewed on-line at our parking pages by visiting:  
<https://mycouncil.oxfordshire.gov.uk/ieListDocuments.aspx?CId=1219&MId=7430>

A number of new signs will also be needed to inform the public of the rules around where they can park. Where possible existing posts will be used to keep street clutter to a minimum.

**Eligibility criteria for obtaining resident and visitors parking permits**

Resident and Visitor's parking permits can be obtained if you are at least 17 years of age and the address for which you are applying is your 'normal place of abode' which you intend to be a resident of for at least 6 weeks.

Properties within this permit areas are eligible for up to two resident parking permits; it is strictly one permit per person. To qualify for the scheme, you must provide a Vehicle Registration Certificate (V5C) that is both in your name AND at the address the application relates to, and an official proof of residency in the form of either a utility bill or financial statement (dated within the last 3 months), or the most recent council tax bill or a fully signed, termed tenancy agreement. Permits will be issued for 12 months. The above restrictions of permit eligibility apply to all properties including houses in multiple occupation (HMO's).

For a company vehicle (providing you are a full-time employee) you may apply for a parking permit. We will require a copy of the Vehicle Registration certificate, which should be in the name of the company, but if this is not the case you will need to provide the lease hire agreement. We will also require a letter on company headed paper from your employer stating that you have full use of the vehicle to conduct official business from the Oxfordshire area.

*Please note: vehicles that are borrowed or vehicles rented/hired for less than 12 months are not eligible for a residential parking permit.*

To apply for resident parking permits please visit: [www.oxfordshire.gov.uk/parking](http://www.oxfordshire.gov.uk/parking) and complete the online application form. If you are unable to use the internet a family member or friend may apply on your behalf. Alternatively, you can call the Customer Service Centre on 0345 310 1111 for a member of staff to assist you with the application over the telephone. Please bear in mind that we will still require proof of residency and proof of vehicle ownership. If after completing the online application form you are unable to upload documents you may take them to one of the following libraries where they will be verified: Botley, Cowley, Summertown, Headington or County Library.

Here is the link for Document validation in Libraries:

<https://www.oxfordshire.gov.uk/residents/leisure-and-culture/libraries/library/document-validation>

Once your application has been approved you will be sent a payment request via email. If you do not have an e-mail address we will contact you via telephone. After payment has been made your vehicle will be issued with a virtual resident parking permit enabling you to park immediately in permit holder bays. Please note payment must be made within 72 hours otherwise a new application will need to be made.

If you hold a Blue Disabled Badge you are entitled to park within any permit or paid parking bays for an unlimited period of time without the need of purchasing a Resident's Parking Permit, providing the disabled badge is clearly displayed with the expiry date visible for the Civil Enforcement Officers to verify. As a resident of an eligible property you are entitled to apply for Visitors' Parking Permits under the same conditions as specified above. If you are eligible to apply for a Disabled Badge please go online at: [www.oxfordshire.gov.uk/bluebadge](http://www.oxfordshire.gov.uk/bluebadge).

### **Permit prices per annum**

Each permit will cost £110 for the first and second permit per property. (If you wish to pay by cheque, please make it payable to Oxfordshire County Council).

### **Visitors parking permits**

Residents, providing they are aged 17 years or over, are entitled to 50 Visitor's parking permits during a year. These are issued in sets of 25 every 6 months with the first allocation of 25 being free of charge and available now. The second allocation of 25 may be applied for 6 months later however these will be charged at £27.50. Residents aged 70 or over will not be charged for the second allocation upon production of proof of age. To obtain Visitor's parking permits please complete the online application form ensuring it is supported with official proof of residency. If you are applying for a Resident Parking permit there is no need to submit a separate application for Visitor Permits. Please note that Visitor permits are not currently virtual therefore we will send you actual permits to pass to visitors to display in their vehicles.

### **All Residents can apply for Visitor's parking permits– not just car owners.**

**Please note that you will receive a parking ticket if you park in the permit area or bay from the 15<sup>th</sup> August 2024 without a valid Resident or valid parking ticket for paid parking bays.**

Yours faithfully,  
Residential Parking Permits Team  
Web: [www.oxfordshire.gov.uk/parking](http://www.oxfordshire.gov.uk/parking)