

Zone F Folkestone Town Centre Controlled Parking Zone (CPZ)

Information for residents and businesses

Introduction

The main aim of the CPZ is to encourage an increased turnover of traffic and protect spaces for residents and businesses.

Your zone is identified as Zone F, parking will be controlled between 8am-6pm Monday-Sunday, excluding bank and public holidays.

Motorcycles are allowed to park without a permit in permit-only bays and disabled parking bays are unchanged.

The CPZ will be enforced by uniformed Civil Enforcement Officers (CEOs).

A permit does not guarantee the availability of a parking space.

Vehicles displaying a Blue Badge are allowed to park without time limit in permit-only areas, shared use and limited waiting bays without displaying a CPZ permit. Normal exemptions apply on double yellow lines.

Parking Places

Parking places are provided in locations where parking is safe and does not obstruct other road users.

There are large signs at the entrances and exits of the Zone to indicate that you are entering a controlled parking area, when these signs are used, the council is not required to mark parking bays on the carriageway but can mark prohibitions of waiting or loading and unloading.

Permit Holder Bays

Only residents, their visitors and businesses with permits may park in these bays.

Shared Use Bays

Permit holders may park in these bays; non permit holders must follow the instructions on the signs next to the bay.

Disabled Persons Parking Places

These are only for use by blue badge holders, who display a valid blue badge.

Pay & Display Bays

All vehicles must display a valid pay & display ticket.

Limited Waiting Bays

Vehicles may park for the length of time displayed on the signs next to the bay.

Double yellow lines indicate NO PARKING AT ANY TIME. These apply even when the CPZ is not in operation.

Permits

If you own a car or van and plan to park on the street between 8am-6pm Monday-Sunday, excluding bank and public holidays in a permit holder or shared use bay, you will need a permit. You will also need to [buy visitor permits](#) if people visit you in a vehicle and you want them to be able to park near your home.

If you do not need to park on the street you will not need a permit.

A parking permit does not give an exemption to park on yellow lines.

Types of Permit

There are a number of types of permit.

Resident Parking Permit

If you live permanently within Zone F, you can apply for up to two permits. Landlords who live outside the Zone do not qualify for a resident permit.

This permit allows the holder to park in a permit holder only area or shared use bay within Zone F.

A permit does not guarantee the availability of a parking place within the Zone.

Permits are not transferable between vehicles or households. If there are several vehicles in your household you will need to apply for a Shared Use Permit.

Who is eligible?

You are entitled to a Resident Parking Permit if:

1. You live within Zone F; and
2. You own, keep or have sole use of a vehicle.

This vehicle can be:

- A passenger vehicle (car)
- An invalid carriage
- A goods vehicle (the overall height of which must not exceed 3.2 metres (10ft 6ins), length less than 5.6 metres (21ft 4ins) and a gross weight not exceeding 7.5 tonnes).

The vehicle must normally be registered to your CPZ address. Proof of residence and vehicle ownership must be provided.

If you borrow or share a vehicle you will not normally be entitled to a permit.

The council has the right to reject any application. It is your responsibility to supply satisfactory proof of residency.

Shared Permit

If there are several cars registered at your address you can apply for a Shared Permit. You must only park one vehicle at any given time in the Zone during the hours of control.

Resident Visitor Permit

If you live in Zone F you may buy resident visitor permits for your friends/relatives to park near your home during the controlled hours, limited to 100 permits a year. You don't have to have a resident permit to buy visitor permits.

You must register for a RingGo account and then submit an application to purchase virtual [Visitor Vouchers](#).

Business Permit

Businesses based within Zone F may buy permits for vehicles that are essential for running the business, for example delivery vehicles. They are not issued to get staff to and from work. Businesses are entitled to the same number of permits as vehicles registered to them to meet operational needs.

Who is eligible?

A business is entitled to buy one or more permits if:

1. It is operating from an address within Zone F; and
2. The vehicle(s) are essential for the operation of the business.

A Business Permit is not a loading permit. Business Permit holders are required to abide by any waiting and loading restrictions that are in operation.

Health and Care Worker Permit

If you receive regular visits from care or other support service organizations you can apply for a Special Permit. This permit is free. These permits are issued at the discretion of the Council. Your application must be supported by medical or other appropriate evidence.

Applying for permits

Application forms are available [online](#), by post (call 01303 853660) or in person by visiting the Civic Centre. Please do not send original supporting documents unless requested by Parking Services.

Your completed application form should be addressed to Parking Services at Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue, Folkestone CT20 2QY. Cheques should be made payable to Folkestone & Hythe District Council. Cash payments cannot be accepted.

Applying for a Resident Parking Permit

You must include proof of address and vehicle ownership with your application. If you do not enclose all the relevant documents your application will be returned with a request for the missing documents. The documents must show your name and the address at which you are applying for a permit.

Proof of residential address

Any one of the following documents will be accepted:

- A copy of your current Council tax bill or comprehensive tenancy agreement
- A copy of a recent gas, water, electricity bill or a bank statement in your name.
- A copy of your pension book, benefit book, housing association rent book or a current television licence
- A copy of your valid 12 month home or contents insurance document
- A most recent landline telephone bill
- A copy of your full drivers licence

Proof of vehicle ownership or use for each vehicle

Any one of the following documents will be accepted:

- A copy of your vehicle registration document, registered to you at your CPZ address
- Hire / leasing agreement in your name and CPZ address
- Company vehicles – in this case the applicant must submit a letter on headed paper from their company secretary or a senior company representative confirming that the vehicle is owned/leased by the company and that the employee is the sole keeper or user of the vehicle. You will also need to supply a copy of the vehicle registration document if the company owns the vehicle, or a copy of the hire/lease agreement if the company leases the vehicle.
- If you have purchased the vehicle in the last 3 months, a copy of a Garage Bill or new Keeper supplement together with a copy of a valid insurance document

If you are the owner or hirer, the vehicle registration document or hiring agreement must show your name and the address at which you are applying for a permit.

If you have borrowed or share a vehicle you will not be entitled to a permit unless there are exceptional circumstances.

Households

Individual postal addresses are generally regarded as separate households. Legally divided houses, or flats with self-contained kitchens and bathrooms, are defined as separate households. A group of people using shared facilities or a group of people in a bedsit arrangement is defined as one household.

Applying for a Shared Use Permit

If there are several cars registered at your address you can apply for a Shared Permit. You will need to provide the same evidence as for a Resident Permit.

Applying for a Resident Visitor Permit

You will need to provide proof of residential address, the same documents will be accepted as those quoted above for Resident Permit.

Applying for a Business Permit

You must include proof of address and vehicle ownership with your application form, if you do not enclose all the relevant documents your application will be returned with a request for the missing documents.

The documents must show your name and address at which you are applying for a permit.

Proof of address

Any one of the following documents will be accepted:

- A copy of your current Folkestone & Hythe District Council, non-domestic rate demand.
- An official lease agreement in the business name.
- A copy of a recent gas, water, electricity bill or a bank statement in the business name
- Certificate of incorporation for limited companies if the registered office is at the address within the CPZ

Proof of vehicle ownership or use for each vehicle.

Any one of the following documents will be accepted:

- Vehicle registration document.
- Copy of hire/leasing agreement in respect of the vehicle showing the name of the company or an employee.
- If the vehicle is registered to an employee, proof of employment in the form of copies of salary/wage slips or a contract of employment is required, together with a typed letter on headed stationery from the company secretary or a senior representative confirming that the vehicle is necessary for the efficient running of the business. A copy of the vehicle's insurance certificate showing that the vehicle is insured for business purposes must also be provided.

- If you have purchased the vehicle in the last 3 months, a copy of a Garage Bill of Sale or New Keeper supplement together with a copy of a valid insurance document.

Applying for a Health and Care Worker Permit.

- All applications for these permits are judged on their own merits and should be submitted on headed paper of the relevant health organisation or care provider. Applications from individual employees are not accepted.

Conditions of the Permits

Resident and business permits are subject to the following conditions:

No refunds are given for any unused periods.

Duration of permits - The permits will be issued with a start date from the first of the month and then valid for 12 months.

Replacement permits - There is an administration charge for replacing a permit if it is lost, stolen or damaged.

Change of vehicle - If you change your vehicle or your number plate during the validity of your existing permit you must complete an amendment application form [online](#).

Change of Residential address (Resident permit holders) - If you move from within Zone F of the CPZ, you must surrender your permit. No refunds will be given. It is illegal to use a parking permit to park in the Zone if you no longer live there.

Change of business address (Business permit holders) - If your business moves from within Zone F of the CPZ, you must surrender your permit. No refunds will be given. It is illegal to use a parking permit to park in the Zone if you no longer have a business there, or you are no longer employed by the business.

Renewal of permits - You should apply at least 4 weeks in advance of the expiry date of your current permit. You are not entitled to park after the expiry date of your permit.

Cost of Permits

Type of permit	Charge
Resident parking permit	£42.00 per annum
Additional resident permit	£42.00 per annum
Shared permit	£42.00 per annum
Resident Visitor Permit	£1.60 each (minimum wallet top-up of £8.00)
Business permit	£80.00 per annum
Replacement/Amended permit	£6.15 per replacement
Special Permit	Free of charge