

**Any Questions?**

Contact the School Streets Team  
[Schoolstreets@solihull.gov.uk](mailto:Schoolstreets@solihull.gov.uk)



## GUIDANCE NOTES

# APPLYING FOR A SCHOOL STREETS PERMIT

**PLEASE READ THESE GUIDANCE NOTES BEFORE ATTEMPTING TO COMPLETE THE APPLICATION FORM**

### 1. USING THE APPLICATION FORM

The application form can be used to apply for a School Streets permit for the first time or to change your existing permit.

Please follow the instructions and complete all relevant parts of the application, including proof of residence/vehicle documentation before submitting the application.

### 2. PROOF OF RESIDENCE / VEHICLE DOCUMENTATION

You will need to confirm that you live at a qualifying address within one of the school streets areas by:

- a) providing a copy of the V5 document for the car registered at the qualifying address.

We will not issue a permit until we are fully satisfied that you live at a qualifying address within the school streets area.

If the vehicle is not registered in your name you must also produce either of the following:

- b) Insurance certificate/schedule detailing your name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by you at an address within the School Streets area.
- c) If the vehicle is "owned" by a leasing or hire company, you must provide a copy of the lease/hire agreement. If the vehicle is not leased or hired to you personally (or is a company car), you must provide a written declaration from the hirer or leaser of the vehicle on their headed stationery, advising that the vehicle is for your use\*.

*\* (further proof of residence in the form of a copy of a recent utility or Council tax bill will be required to demonstrate that you live at a qualifying address with the school streets area.)*

### 3. DISPLAYING YOUR PERMIT

- It is your responsibility to ensure you display your valid permit clearly on your vehicle, showing the vehicle registration number.
- On receipt of your permit, you must clearly write the vehicle registration number on to the permit. The permit will not be valid until such time the vehicle registration number has been added.
- The permit is invalid if the registration number of the vehicle does not correspond to that on the permit or cannot be viewed.
- The permit will only be valid for the School Streets zone that you are a resident for. The permit does not permit access to other School Street zones in operation in the borough.
- Motorcyclists may choose to carry the permit but must produce it on request.

#### **4. DEFACED/MUTILATED PERMIT**

If the permit is damaged or defaced, the holder must surrender it to School Streets, Parking Services, Highway Services, Solihull Council, The Council House, Solihull, B91 3QT when applying for a replacement. If you lose your permit, you must also apply for a replacement.

#### **5. CHANGE OF DETAILS**

If you move out of the School Streets area, you must surrender that permit.

If you change your address or vehicle you must report all changes to Parking Services as soon as possible with verification of your new residence or replacement vehicle. A new permit will be required for the replacement vehicle. Existing permits are not valid on replacement vehicles.

#### **6. OTHER REASONS FOR SURRENDER OF PERMIT**

Permit holders are required to surrender their permit to the Council:

- a) if the permit holder ceases to be a qualifying resident;
- b) The permit holder ceases to be the keeper of the vehicle for which the permit was issued;
- c) a duplicate permit is issued by the Council
- d) if requested in writing by the Council

#### **7. FRAUD & ABUSE PREVENTION**

To help prevent fraud and abuse of the School Streets permit process, random samples of permits may be undertaken. In such instances permit holders may be asked to re-submit proof of residence and vehicle details. Customers will be given 21 days in which to provide the requested documents.

#### **8. LOST OR STOLEN PERMITS**

Please report any lost or stolen permit to the Police. If your details (address and vehicle) have not changed a replacement permit will be issued.

#### **9. OFFENCES & PENALTIES**

IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN ORDER TO PROCURE THE ISSUE OF A PERMIT TO YOURSELF OR ANY OTHER PERSON.

ANY APPLICANT SUSPECTED OF DOING SO WILL BE REPORTED TO THE POLICE.

SPECIFICALLY UNDER SECTION 115 OF THE ROAD TRAFFIC REGULATION ACT 1984 IT IS CRIMINAL OFFENCE WHERE ANY INTENT TO DECEIVE, USES OR LENDS TO, OR ALLOWS TO BE USED BY, ANY OTHER PERSON ANY PERMIT OR WHO MAKES OR HAD IN HIS POSSESSION ANY DOCUMENT SO CLOSELY RESEMBLING ANY PERMIT AS TO BE CALCULATED TO DECEIVE OR WHO FORGES OR ALTERS ANY PERMIT. IF SUCH AN OFFENCE IS TRIABLE SUMMARILY THE MAXIMUM FINE IS CURRENTLY £2000.

IT IS ALSO A CRIMINAL OFFENCE UNDER SECTION 115 OF THE 1984 ACT FOR A PERSON TO KNOWINGLY MAKE A FALSE STATEMENT IN ORDER TO OBTAIN A PERMIT FOR THEMSELVES OR ANY OTHER PERSON. THE MAXIMUM FINE OF SUCH AN OFFENCE IS CURRENTLY £1,000.