

# Application Form for 'Restricted Zone – Access Permits'

## Important information for applicants

- Read all guidance notes carefully **before** completing the application form
- Complete the form in black ink and BLOCK CAPITALS
- This guidance can be made available in other formats upon request. Please contact the relevant office for details. Contact details are provided via a link on this internet site.

### DATA PROTECTION STATEMENT

In order to comply with the requirements of the Data Protection Act 1998, we would advise you that the personal information you provide on this form will be processed and held by the Department for Infrastructure (DfI), and its agents, for the purposes of managing and operating the '**Restricted Zone – Access Permits**' scheme. DfI will use non-personal statistical data collected to analyse current, and plan for future use of the scheme. DfI will investigate all cases of alleged fraudulent use, and the information you have provided may be used in conducting these investigations. The personal information you provide may be checked with other agencies/organisations. If consent to these arrangements is not given, your application will NOT be processed.

Section A - Applicant Details	Official Use Only
Full Name: <input type="text"/>	Date received: ___ / ___ / ___
<i>(Mr/Mrs/Miss/Ms)</i>	Initials: _____
Company Name: <input type="text"/>	Application Completed <input type="checkbox"/>
<i>(If applying on behalf of a company)</i>	Supporting Documents <input type="checkbox"/>
Address: <input type="text"/>	Permit Issued: <b>YES / NO</b>
Postcode: <input type="text"/>	Documents returned <input type="checkbox"/>
Contact Tel No.: <input type="text"/>	<b>DfI Ref:</b>
<i>(Home/business)</i>	<input type="text"/>
<input type="text"/>	
<i>(Mobile)</i>	

**Section B - Permit Details**

Permit Category:  (see guidance notes for categories)

Permit Type:  (delete as appropriate)

Date required:  to

Days and times required:

Monday    Tuesday    Wed    Thursday    Friday    Saturday    Sunday

From:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
To:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Section C - Restricted Zone Details**

Town / City applied for:

Road / Street name(s):

Details of why permit is required including locations: (e.g. address, off-street car park name)

**Section D - Vehicle Details**

1<sup>st</sup> Vehicle

2<sup>nd</sup> Vehicle

3<sup>rd</sup> Vehicle

Registered Keeper:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make and Model:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Registration Mark:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Reason for requesting more than one registration on the permit:

**Section E - Declaration**

I confirm that, to the best of my knowledge and belief, the information supplied in this application form and supporting documents is correct. If any information is found to be incorrect, my application may be withdrawn. Fraudulent use of the access permit may also result in the withdrawal of the permit. I confirm that I have read both the Data Protection Statement and the Guidance Notes.

**Applicant's signature:**

**If you are signing on behalf of a third party such as an employer or other organisation, please state the position you hold:**

## **GUIDANCE FOR APPLICANTS AND FREQUENTLY ASKED QUESTIONS (FAQs in appendix)**

The following guidance notes along with the Appendix containing some frequently asked questions (FAQs) should be included with all application forms.

These Guidance Notes and FAQs can be made available in other formats upon request.

### **SUPPORTING DOCUMENTS AND CATEGORY SPECIFIC GUIDANCE**

Restrictions on access times, number of permits allowed, supporting documents and various other requirements differ between permit categories. To ensure that you follow the correct procedure for the type of permit, please check the relevant permit category below:

#### **Residents' access**

Long-term permits may be issued for residents' access.

Dwellings having vehicular access from streets or roads outside the restricted zone shall not be eligible for a residents' access permit.

Supporting Documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Proof of residency (see appendix).

#### **Church access**

Long-term permits may be issued for church access.

Applications may be considered from individuals (e.g. ministers, elders, etc.) involved in church work, which requires them to use a vehicle on a daily or weekly basis for the conveyance of goods and / or equipment to and from the church / church hall.

The church premises must be accessed solely from a road / street within the restricted zone.

A maximum of three access permits may be issued to a church, with the option of including two additional vehicle registrations on each permit.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Proof of need for the permit in the form of a typed letter on headed paper from the church confirming that vehicle access is required.

### **Off-street car parking access**

Long-term permits may be issued for access to private off-street parking facilities.

The parking facility must be accessed solely from a road / street within the restricted zone.

Applications for access to off-street parking places for residential properties shall be considered under residents' access.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Proof of usage of car park in the form of:
  - (a) a typed letter on headed paper, signed by the car park owner or representative confirming that the applicant is entitled to use the car park and requires access to it on a daily basis; or
  - (b) a copy of a contract or agreement between the applicant or applicant's employer and the owner of the car park, signed by the car park owner or representative confirming that the applicant uses the car park on a regular basis.

### **Banking access**

Long and short-term permits may be issued for access into a restricted zone to visit banks.

Applications shall only be accepted: -

- where the bank is within the restricted zone (e.g. postcode, street name, etc), and

- from individuals who bank over £5,000, and / or a high percentage of coins, per visit.

Long-term permits may be issued where an individual or business requires access to the bank at least once a month.

Short-term permits may be issued for one-off occasions e.g. depositing funds or proceeds from fundraisers, charity events, etc.

A maximum waiting time of 15 minutes shall be imposed on vehicles displaying a banking access permit in the restricted zone.

Where two or more vehicles alternate on a regular basis to visit the bank (for security reasons), then the registrations of all vehicles, up to a maximum of 3, may be submitted with the application form for inclusion on the permit.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Proof of banking over £5,000 and / or a high percentage of coins per visit. A letter from the bank confirming this and the frequency of lodgements shall be required. Long-term permits shall only be issued where access to the bank is required at least once a month.

### **Business access**

Long-term permits may be issued to wedding car companies or undertakers / funeral homes.

A maximum of three access permits may be issued to a wedding car company or undertaker / funeral home, with the option of including two additional vehicle registrations on each permit. A valid reason must be submitted with the application form for requesting additional registrations on a permit.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Proof that access is required. A letter from the company should confirm that access is required to:

- a) their own premises, where these premises are accessed through the restricted zone (proof of address required);
- b) a residence whose only vehicular access is through the zone; or
- c) a church, where the desired vehicular access is through the zone.

*The term residence includes buildings such as residential / care homes for older people and hospitals / hospices.*

### **Essential maintenance / repairs to buildings access**

Short-term permits may be issued for essential maintenance (usually one-off items) and essential repair work on buildings.

Permits may only be issued where: -

1. the location of the work is within the restricted zone; and / or
2. the only access is from a road / street within the restricted zone.

Only essential vehicles shall be granted access.

A maximum of three access permits may be issued to each firm, with the option of including two additional vehicle registrations on each permit.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix);
- Verification of access hours requested and destination in the form of a typed letter on headed paper signed by the employer; and
- Proof of need to carry out work in the form of either:
  - a) a copy of a contract or agreement between the applicant and the employer, signed and dated by the employer; or
  - b) where no formal contract exists, a typed letter on headed paper signed and dated by the employer confirming that the applicant is employed to carry out essential maintenance or repairs on the named premises.

## **Disabled persons' access**

This category does not apply to restricted zones within Belfast City Centre. An exemption applies within Belfast which allows a motor vehicle lawfully displaying a Blue Badge unrestricted access to Donegall Place, Castle Place and parts of Castle Street and High Street without an authorisation permit. On all other streets within the Belfast City Centre restricted zone, vehicular access is prohibited for Blue Badge holders.

In other areas Blue Badge holders may be eligible for long-term permits to access services and / or facilities.

A disabled persons' access permit shall allow access as follows:

- General access will be allowed into all zones up until 11.00am Monday to Saturday.
- An additional 4 hours per week, during afternoons, outside specific loading/unloading times and granted in 2 hour slots, would be available by application, to facilitate those blue badge holders who found the general morning access time up to 11.00am to be unsuitable.
- Exceptionally where these increased access times did not suit and cases of extreme hardship were established, every effort should be made to treat applications for access outside these times sympathetically. Applications should be made to the local Divisional Manager.
- Applications for access to zones on Sundays, should not normally present significant problems. However access during busy shopping periods, for example in the run up to Christmas, would require more detailed consideration.

An applicant shall specify the reason for access (e.g. shopping, dentist, doctor) along with approximate location. The applicant shall also specify their required times of access on the application form.

Applicants who put forward a strong case for access to more than one restricted zone may be considered for a second permit. However, a separate application should be made to the relevant Issuing Office.



Where the permit holder's preferred method of transport is taxi, the permit may be temporarily transferred to the taxi subject to the following limitations: -

1. the driver of the taxi must hold a valid taxi driver licence and their vehicle must have a valid taxi licence;
2. the permit shall only be valid when in use for the carriage of the disabled person; and
3. the hours of validity as stated on the permit will apply to the taxi.

The access permit and the Blue Badge **MUST** be displayed together when accessing the restricted zone, whether in a private vehicle or licensed taxi.

Supporting documents:

- A copy of the Blue Badge issued by the Department for Infrastructure or production of the Badge in person at the local issuing office.

### **Community transport access**

Long and short-term permits may be available to local community transport providers and other such groups who provide essential door-to-door transport services to persons having severe mobility impairment or who live in areas with limited public transport services.

Use of the permit shall be restricted to conveyance of goods hours as detailed in the relevant order (e.g. 17:00-11:00 or 18:00-11:00).

A maximum of three permits may be issued to each organisation.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix);
- Proof of the organisation's address shall be required in the form of a typed letter on headed paper, signed by a representative of the organisation confirming the address; and
- Proof of vehicle registration with Driver and Vehicle Agency under the small bus permit scheme.

### **Miscellaneous access**

Miscellaneous permits shall be issued for short-term use only.

Supporting documents:

- Proof of ownership or usage of vehicle (see appendix); and
- Depending on the purpose of the permit, other supporting documents requested by the Issuing Officer.

## **APPENDIX**

### **HOW TO USE YOUR PERMIT – FAQs**

#### **WHAT FORMS OF PROOF OF RESIDENCY ARE ACCEPTABLE?**

Where the issuing office requires proof of residency, the following may be accepted:

- Northern Ireland or Great Britain full driving licence or a Northern Ireland provisional licence, each bearing the photograph of the holder; or
- passport; or
- Senior Citizen's SmartPass issued under the Northern Ireland Concessionary Fares Scheme; or
- electoral identity card.

If none of the above indicates residency matching that of the application, then further additional proof shall be required in the form of a: -

- current rent book; or
- utility or rates bill issued within the last six months.

#### **WHAT DO I NEED TO PRODUCE FOR PROOF OF VEHICLE OWNERSHIP OR USAGE?**

Where the issuing office requires proof of ownership or usage of a vehicle, the applicant shall produce a current driver's licence together with one of the following: -

- the Registration Document;
- a copy of the vehicle insurance documentation;
- a copy of a hiring / leasing agreement, together with a letter from the employer where appropriate; or
- for company owned vehicles, a typed letter on headed paper & signed by the Company Secretary confirming that the vehicle is made available to the applicant for daily use.

## **HOW LONG IS MY PERMIT VALID FOR?**

If you have been issued with a short-term permit, this will be valid for a maximum of 2 weeks. If you have been issued with a long-term permit this will be valid for a maximum of 12 months. The expiry date will be printed on the front of the permit.

## **CAN I USE MY PERMIT ON ANOTHER VEHICLE?**

No. Permits are issued to specified vehicles only and, with the exception of disabled persons' access permits, shall not be transferable to vehicles not detailed on the permit.

## **CAN I USE MY PERMIT IN ANOTHER RESTRICTED ZONE?**

No. Permits are issued for access to specified restricted zones and are not transferable from one zone to another.

## **DOES MY PERMIT ENTITLE ME TO PARK WITHIN THE ZONE?**

No. Possession of a valid permit is not an entitlement to park within a restricted zone.

## **HOW SHOULD I DISPLAY MY PERMIT?**

Permits must be displayed on the inside surface of the windscreen or a side window facing the kerb, or place the permit on the dashboard area immediately below the windscreen so that the particulars recorded on the front of the permit are clearly visible to a person standing at the front or side of the vehicle.

## **WITHIN A PEDESTRIAN ZONE, PLEASE REMEMBER;**

- the pedestrian always has priority;
- vehicles driven in the pedestrian zone must be driven slowly and with due care and consideration of the pedestrian;
- never leave a vehicle where it would cause an obstruction or danger to pedestrians or other vulnerable users; and
- always obey local traffic signs at the entrance / exit to a restricted zone, and traffic signs and parking / waiting restrictions within the zone.

### **DO I NEED TO RENEW MY PERMIT?**

Yes. You will need to apply for a renewal permit if:

- your permit expires; or
- your details change, e.g. name, address or vehicle details.

### **WILL A NEW PERMIT BE SENT OUT TO ME ONCE MY CURRENT ONE RUNS OUT?**

No. It is the sole responsibility of the permit holder to apply for a renewal permit.

### **WILL I RECEIVE A RENEWAL NOTICE?**

No. Renewal notices will not be sent out to existing permit holders.

### **MY PERMIT HAS BEEN LOST OR STOLEN, WHAT SHOULD I DO?**

You must inform the relevant Issuing Office immediately, where the Issuing Officer will advise you on how to apply for a replacement permit. If a permit has been mislaid and is subsequently found after the issue of a replacement, the original permit must be returned to the issuing office as soon as possible.

### **ARE THERE CIRCUMSTANCES WHERE MY PERMIT MAY BE REVOKED?**

Yes. Permits may be revoked where:

- the applicant's circumstances no longer confer eligibility for a permit; or
- the permit is fraudulently used; or
- a replacement permit has been issued in its place.

### **CAN I APPEAL IF I AM REFUSED A PERMIT?**

Yes. Appeals must be made to the Issuing Office within 2 weeks of an applicant receiving a refusal letter. Only written appeals will be accepted.

**CONTACT DETAILS FOR APPLICATIONS FOR PERMITS TO  
ACCESS RESTRICTED/PEDESTRIAN ZONES**

<b>Restricted zone/ Town</b>	<b>Issuing office details</b>	<b>Contact telephone number</b>
Lisburn	Lisburn and Castlereagh Section Office 40a Benson Street Lisburn BT28 2BG <a href="mailto:lisburn&amp;castlereagh@infrastructure-ni.gov.uk">lisburn&amp;castlereagh@infrastructure-ni.gov.uk</a>	028 9262 6613
Belfast	Belfast North Section Office 148-158 Corporation Street Belfast BT1 3DH <a href="mailto:TNI.BelfastNorth@infrastructure-ni.gov.uk">TNI.BelfastNorth@infrastructure-ni.gov.uk</a>	028 9025 4062 028 9025 4422
Coleraine Ballymena Antrim Limavady Carrickfergus	TransportNI County Hall Castlerock Road Coleraine BT51 3HS <a href="mailto:Transportni.northern@infrastructure-ni.gov.uk">Transportni.northern@infrastructure-ni.gov.uk</a>	028 7034 1240
Londonderry Enniskillen Omagh Strabane	TransportNI Network Development County Hall Drumragh Avenue Omagh BT79 7AF <a href="mailto:TrafficWestern@infrastructure-ni.gov.uk">TrafficWestern@infrastructure-ni.gov.uk</a>	028 8225 4085
Newtownards	TransportNI Traffic Section Marlborough House Central Way Craigavon BT64 1AD <a href="mailto:Traffic.Southern@drdni.gov.uk">Traffic.Southern@drdni.gov.uk</a>	028 3834 1144 Ext 31487 or 31482