

## Annex A – Permits in the new Parking system

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Household Parking Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (STANDARD) PERMIT	Name Change	To continue to apply discounted and premium prices based upon emissions but not length.
Household Parking Permit - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (DISCOUNT) PERMIT	Name Change & change to qualification; see C-07 on length and emissions	To continue to apply discounted and premium prices based upon emissions but not length.
Household Parking Permit - High Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (PREMIUM) PERMIT	Name Change & change to qualification; see C-07 on length and emissions	To continue to apply discounted and premium prices based upon emissions but not length.
Additional Household Parking Permit 1	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SECOND HOUSEHOLD PERMIT	Name Change & change to qualification; see C-07 on length and emissions	Low and High Emissions options will also be created
Additional Household Parking Permit 2	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	THIRD HOUSEHOLD PERMIT	Name Change & change to qualification; see C-07 on length and emissions	Low and High Emissions options will also be created

Annex A

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Temporary Resident Household Parking Permit	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Parking Permit - Low Emissions	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Parking Permit - High Emissions	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Additional Parking Permit	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Household in Multiple Occupancy Permit	Virtual	Managed by resident via portal	N/A		None C-05 & C-21	Simplify the administrative system, work remains covered by 'Officer Decision'
Proof of Residence Permit (independent)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD AUTHORISATION CARD [CHARGED]	Name Change to 'Proof of Residence Permit' & C-16	Accept the new discount criteria in Recommendation H and Annex B and Parking as well as TRO policies are updated

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Visitor permits	Hybrid	Managed by resident via portal / Back office	n/a	HOUSEHOLD VISITOR PERMIT	Name Change. Issued to those with Proof of Residence Permit	Accept the new discount criteria in Recommendation H and Annex B and Parking as well as TRO policies are updated
Discount Visitor Permits	Hybrid	Managed by resident via portal/back office	n/a	HVP purchased with Discount AC	Issued to those with 'Discount' Proof of Residence Permit	
Community Daily Permits	Virtual	Managed by account holder via portal	n/a	COMMUNITY SINGLE DAY PERMIT	Link qualification to access to Proof of Community Permit	
Community Discount Daily Permits	Virtual	Managed by account holder via portal	n/a	COMMUNITY SINGLE DAY PERMIT (CHARITIES)		
Resident 'Badger Hill' R39A Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (STANDARD) PERMIT	Name Change to Household Parking Permit	Permits for the R39A zone and any extensions in the area continue to be free for the first permit
Additional Resident 'Badger Hill' R39A Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SECOND HOUSEHOLD PERMIT	Name Change to Additional Household Parking Permit 1	Permits for the R39A zone and any extensions in the area continue to be free for the first permit

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Proof of Community Permit	Virtual	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	None	Definition Required	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Proof of HMO Permit	Virtual	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	None	Treated as 'Proof of Residence' Permit	Obtain Visitor Permits against address's allocation
Community Annual Permit	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	COMMUNITY PERMIT	C-11 Clarification and Name change	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Community Annual Permit - Low emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	COMMUNITY (DISCOUNT) PERMIT	C-11 Clarification and Name change	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Commercial Permit - One Zone	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT	C-12 Clarifies Name Change	Develop examples to assist the administration of permit issue

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Commercial Permit One Zone (LE)	Virtual	Managed by Account Holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT (DISCOUNT)	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - All Zones	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit All Zones (Low Emission)	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL (DISCOUNT) PERMIT	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - R60 school only	Virtual	Managed by school via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT		Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - R60 school only low emissions	Virtual	Managed by school via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT		Amend TRO and agree examples to assist the administration of permit issue

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Doctors permit - Dalton Terrace	Virtual	Managed by surgery via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	DOCTORS PERMIT		Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Councillors Permit (ResPark)	No	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires		C-11 Include in Community Permits	
HMO Permit ( maximum 10)	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	MULTIPLE OCCUPANCY PERMIT	C-21 Name Change	Remove the specific Multiple Occupancy Permit. Instead, all residents in an HMO applying on line would be issued with what is an Additional Household Parking Permit.
HMO Low Emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	MULTIPLE OCCUPANCY (DISCOUNT) PERMIT	C-21 Name Change	Remove the specific Multiple Occupancy Permit. Instead, all residents in an HMO applying on line would be issued with what is an Additional Household Parking Permit.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Business Permit	Virtual	Managed by Business via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	BUSINESS PERMIT	C-06	The use of a Business Permit be clarified as defined in the TRO, not for use by a Paying Guest.
Business Permit - Low Emissions	Virtual	Managed by Business via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	BUSINESS (DISCOUNT) PERMIT	Name change	The use of a Business Permit be clarified as defined in the TRO, not for use by a Paying Guest.
Attendance Carer Permit	No	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ATTENDANCE PERMIT	C-04	Keep permits as above. Retain paper version of Attendance Permit through move to Virtual Permits.
Landlord Parking Permit	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S PERMIT		
Landlord Parking Permit - Low Emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S (DISCOUNT) PERMIT		

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Landlord Parking Permit - High Emissions	Virtual	Managed by Back Office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S (PREMIUM) PERMIT	Name Change	
Property Renovation Permit	No	Managed by Back Office	N/A valid 3 months	PROPERTY PERMIT	Name Change	To amend TRO and introduce systems to create a Builders' (Daily) Permit.
Resident Special Control Permit (R15, R19, R52)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (STANDARD) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Resident Special Control Permit - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (DISCOUNT) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Resident Special Control Permit - High Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (PREMIUM) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Temporary Special Control Permit	Virtual	Managed by resident via portal	Only valid 1 month	New Permit	C-05	Simplify the administrative system, work covered by 'Officer Decision'



Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Guest House Permit	Virtual	Managed by proprietor via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	GUEST HOUSE PERMIT	C-20	To clarify the qualification as guests at Registered Guest Houses and review GMO Bays in each zone based on principles to be established.
Hotel Permit (Car Parks)	Virtual	Managed by Hotel	Daily	Guests of Hotel Only (Scratch Card)		
Paying Guest Permit	Virtual/Hybrid	Managed by account holder	Daily	None bespoke	PAYING GUEST PERMIT (ALL TYPES)	The owner of the property has the account in the parking portal. The guest will send the owner their email address and dates they wish to stay at the property. The owner then adds those details to the permit in the portal. The owner can then send the guest a link to access a separate (locked down) area of the portal where they can activate the permit with their VRM upon arrival.

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Special Additional Permit	Virtual	Managed by Back Office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL ADDITIONAL HOUSEHOLD (STANDARD) PERMIT		Agree permit to be vehicle specific.
Resident Contract (Car Parks)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires			
Resident Contract (Car Parks) - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires			
Resident Contract Foss Bank	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Residential (Secure)		
Resident Contract Foss Bank Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Residential (Secure) Low Emissions		

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Season Ticket	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Season Ticket (Non-Secure) above		
Season Ticket - Low Emissions	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Season Ticket (Non-Secure) Low Emissions	Added into the TRO	
General Contract Season Ticket - Fossbank min 10	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	General (Foss Bank only) Contract Permit - Name change required remove contract and change name to Season Ticket Secure.	Name change	
Staff Parking - Annual	Virtual	Managed by CYC employee via the portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Annual Staff Parking Permit	Name Change	Employee would have their own account where they would provide their vehicle details, VRM, which department they are from and their cost code for the permit to be charged to and the date they want the permit to be valid from.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Staff Parking - Daily	Virtual	Managed by CYC employee	Daily			Employee would have their own account where they would provide their vehicle details, VRM, which department they are from and their cost code for the permit to be charged to and the date they want the permit to be valid from.
Market Permit - Annual	No	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Daily Staff Parking Permit	Formalise this system in TRO	
Market Daily Permits	No	Managed by back office	Daily	Market Trader's Parking Permit	Formalise this system in TRO	
Minster Badge	Yes	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Minster Badge		
Builders Daily Permits	No	Managed by back office	Daily	None specifically	BUILDERS' (DAILY) PERMIT	To amend TRO and introduce systems to create a Builders' (Daily) Permit.

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Frequent User Permit	N/A	N/A	N/A	Remove Permit	C-13	
ResPark						
Not within Taranto				MAGISTRATE'S PERMIT		
Not within Taranto				POLICE PERMIT		
Not within Taranto				CITY CAR CLUB PERMIT		
Not within Taranto				ALLOTMENT PERMIT	C-13	
Not within Taranto				CHARITY PERMIT	C-11 & C13	
Not within Taranto				DOCTORS (DISCOUNT) PERMIT	C-11 & C-13	
Not within Taranto				Shopmobility Badge Car Park)		
CarPark				Residential (Non-Secure)	Remove	
				Residential (Non-Secure) Short Vehicle	Remove	
				Residential (Secure) Short Vehicle	Remove	
				Residential (Non-Secure) Low Emissions	Remove	
				Season Ticket (Non-Secure)	Remove	

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
				Season Ticket (Non-Secure) Short Vehicle	Remove	
				Season Ticket (Secure) Short Vehicle	Remove	
				Season Ticket (Non-Secure) Low Emissions	Remove	