

YOUR GUIDE TO

Parking Permits



At Community Gateway Association, we are committed to helping tenants and leaseholders access parking in their local community, where CGA-owned land is designated for this purpose.

Recognising that parking space is a high priority, our parking permit scheme provides an effective way to ensure that tenants and leaseholders have priority access to available parking. This scheme also allows CGA employees and contractors to park in areas with limited spaces to deliver essential services efficiently.

Who enforces Community Gateway's car parking permit system?

CGA's restricted parking zones are managed by Spring Parking Limited.

They will make sure all cars parked there display the correct permits which are valid, in date, and match up with the car registration number we have saved on our online system.

Parking permits are available to tenants, household members of a CGA property, leaseholders, and tenants of CGA commercial units located within or near a designated zone.

Due to the limited number of spaces, permits will not be issued to non-CGA tenants in or near these zones. Restricted parking areas are clearly marked with signs

from Spring Parking Limited, and any unregistered vehicles found parking in these zones may incur a fine.

How to apply for your parking permit

To receive your free parking permit, you'll need to submit an application to us. Each household can receive up to three free parking permits per property. If you're applying for more than one vehicle, please complete the online form separately for each one.

You can submit your application here:
www.communitygateway.co.uk/parking-permits

If you have any questions or need help with the online form, please call our Tenancy Services Team on **0800 953 0213 (option 2)**.

How to apply for your parking permit

After your application is approved, you'll receive a permit sticker by post, which must be attached to your front windscreen immediately. This sticker is tied to your specific vehicle registration, so if you change your registration, let us know so we can update our records. These records are used during enforcement to ensure parked vehicles are covered by valid permits.

Please note that permits are only available to CGA tenants—non-tenants are not eligible. Be sure to check the Spring Parking Ltd signage

at each restricted parking zone for detailed information. Vehicles without a permit may receive a parking fine.

Spring Parking Ltd began enforcing these rules on 1 October 2024, following extensive communication with tenants about the new system. Make sure your permit is visible to avoid fines!

My registration plate has changed – do I need to do anything?

If you have a new personalised plate, or you've got a new car with a new registration number, please inform us immediately so we can update your permit details. If you've transferred a pre-existing personalised registration plate to your new car, no further action is required, because we just need your registration for our records and not the car make or model.


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Can I Get a Permit for My Visitors?

If you already have a parking permit for your own car, you are eligible to apply for one visitor parking permit at a cost of £10.00. Please note, only one visitor permit is allowed per property.

If you don't have a car, you can still apply for one free visitor parking permit, which will be assigned to a specific vehicle's registration number and is non-transferable.

If you have a carer, your carer is eligible for a free parking permit (whether or not you have a car and permit yourself). You'll just need to provide proof of their registered carer status.

Contact us

If you have any questions, please call our Tenancy Services Team:

Call: 0800 953 0213 (option 2)

Email: customerservices@communitygateway.co.uk

For full details and to apply for your parking permit, visit:

Website: www.communitygateway.co.uk/parking-permits

The logo for Community Gateway features the word 'community' in a light blue font with four stylized human figures in red, yellow, green, and blue above the 'i', 'm', 'u', and 'n' respectively. Below it, the word 'gateway' is written in a larger, bold, dark blue font.

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