

# School Drop Off & Pick Up Permit Application Form

Please read the attached guidance notes before completing this form. Please write clearly using BLOCK CAPITALS

## 1. PERMIT DURATION AND START DATE REQUIRED (Please note the permit will expire on 31<sup>st</sup> July)

I require a schoolyear permit at a cost of £36  I require a Dual permits at a cost of £40

The start date is fixed as the permit is only valid for the school year. I would like my permit to start from: 01/08/

## 2. SCHOOL AND CAR PARK DETAILS

CP5 – Craven Gardens <input type="checkbox"/>	CP6 – Derby Road <input type="checkbox"/>	CP9/10 South Woodford <input type="checkbox"/>
CP11 – Goodmayes Road <input type="checkbox"/>	CP12 – Grove Park <input type="checkbox"/>	CP13 – Seven Kings <input type="checkbox"/>
CP14 – High Road S.Woodford <input type="checkbox"/>	CP18 – Sir James Hawkey Hall <input type="checkbox"/>	

Name of School \_\_\_\_\_

## 3. PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, other title): \_\_\_\_\_ Surname: \_\_\_\_\_

First names (in full): \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone no: \_\_\_\_\_

## 4. VEHICLE DETAILS

Primary Vehicle Registration no: \_\_\_\_\_

Secondary Vehicle Registration no: \_\_\_\_\_ (Applicable for Dual Permit ONLY)

## 5. PAYMENT (please do not send cash)

**By Cheque**  
I enclose a cheque payable to 'London Borough of Redbridge' for £\_\_\_\_\_ (please write the vehicle registration number and your name and address on the back of the cheque)

**By Credit/Debit Card**  
Card Type:  Maestro  Mastercard  Visa Debit  Visa Credit  Visa Electron

Card Number:     /     /     /     Card Issue No (Switch only):

Start date:   /   Expiry date:   /   Security No:    (the 3 digit number on the reverse of the card)

Name on card: \_\_\_\_\_ Please debit my account with £\_\_\_\_\_

Cardholders signature: \_\_\_\_\_

Cardholders address: \_\_\_\_\_

Postcode: \_\_\_\_\_

## 6. APPLICANT DECLARATION

I hereby certify that:

- I have read and accept the conditions of use
- The address shown in part 3 is my usual place residence.
- I will only use the permit for the purposes of picking up or dropping off in the car park named on the permit

I will immediately surrender the permit to the council in the event of any of the following circumstances occurring:

- I no longer need to pick up or drop off to the school named in section 2
- I have sold/disposed of the vehicle shown on the permit
- The council withdraws the permit and/or it ceases to be valid for any other reason

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

## THIS SECTION FOR USE BY PERMIT STAFF ONLY REC'D DATE STAMP

New reference number	Primary ZP/ST <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
	Dual ZP/ST <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Notes:		

# School Drop Off & Pick Up Parking Permit Guidance Notes

Please read these guidance notes carefully before you complete the application form

## COMPLETING THE PERMIT APPLICATION FORM

- Please write clearly in BLOCK CAPITAL LETTERS, remember to TICK ALL THE RELEVANT BOXES.
- Please be advised that if your application form is incorrectly or partially completed your application will be returned to you and the issue of your permit may be delayed.

## APPLICATION

- To apply for a School Drop Off and Pick Up Permit you will need to provide your name, address, vehicle, School details and the required start date.

## START DATE

- All School Pick Up Permits will expire on the 31<sup>st</sup> July of the applicable year. If you do not enter a year of start in section 1 your permit will start immediately. If you are applying early for the next school year this may mean you are sent a permit that expires on the 31<sup>st</sup> of the current year. Unless you have clearly stated in section one that you were applying for the next year you will not be entitled to a refund.

## DUAL PERMITS

- If you are purchasing two permits for the same school and registering under the same applicant/address you may purchase a dual permits which provide a permit for each of the two vehicles at a reduced cost.

## PAYMENT

- Please enclose PAYMENT for your permit when you submit your application form. If you are paying by cheque please write your vehicle registration number, name and address on the back and make it payable to 'London Borough of Redbridge'. **Please Note payment cannot be taken by cash via any method.**

## SUBMITTING YOUR PERMIT APPLICATION

- **BY POST** - Please return the completed form and payment to Parking Management (Permits), Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY.

## PERMIT CHARGES

- Permits are only available for a duration of a full school year, the charges for these are as follows;

Duration	Cost
<b>Single Permit – Full School Year</b>	£36.00
<b>Dual Permit – Full School Year</b>	£40.00

## WHERE CAN I PARK WITH A PERMIT?

- A School Drop Off and Pick Up Permit entitles the holder to park in a designated car park. A failure to display the correct permit for your car park could result in a penalty charge notice being issued.
- Vehicles must park entirely within the bay markings.
- Buying a parking permit will not guarantee that a parking space will be available and does not render the council subject to any liability in respect of loss or damage to any vehicle in a parking place or the contents or fittings of any such vehicle.

## WHERE DO I PUT MY PERMIT?

- Please place your permit on the passenger side of your vehicle in the FRONT WINDSCREEN. You are responsible for making sure that your permit can be seen clearly at all times.
- A failure to display the relevant permit correctly could result in a penalty charge notice being issued.

## RENEWING YOUR CURRENT PERMIT

- You are responsible for purchasing a new permit when the current one expires – you will not be sent a reminder prior to the expiry date. Application forms are available to

download from [www.redbridge.gov.uk](http://www.redbridge.gov.uk). Alternatively, please call the Parking Team on 020 8708 3636 and a form will be sent to you.

## CHANGE OF VEHICLE:

- If you have changed your vehicle you must not alter your existing permit. Any alterations made to a permit will make it invalid. Instead you must return your original permit, together with new vehicle details. A replacement permit will be issued which will show the same expiry date as your previous permit. You are required to pay an administration charge of £21.00 for this service.

## LOST OR STOLEN PERMITS

- If your permit has been lost then a new application will have to be made at the full permit rate.
- If your permit has been stolen, a replacement can be ordered, you will need to complete a 'Changes, Replacements and Refunds' form and supply the required documentation, the replacement permit will show the same expiry date as your previous permit. You are required to pay an administration charge of £21.00 for this service.

## REFUNDS

- The permit remains the property of the London Borough of Redbridge. It is issued subject to the relevant traffic management orders of the London Borough of Redbridge, which may be varied.
- Permits cannot be transferred between individuals. If a permit is no longer required, it should be returned to the Parking Management Office whereby if requested a refund will be issued for each full calendar month left on the permit. The administration fee will be deducted and a cheque will be issued to you for the remaining balance. If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

## ENFORCEMENT OF REGULATIONS

- The Council is responsible for enforcing parking bays and car parks. Civil Enforcement Officers regularly patrol the car parks to ensure adequate enforcement and any driver of an unauthorised parked vehicle will be liable to be issued with a Penalty Charge Notice.

## NATIONAL FRAUD INITIATIVE

- The London Borough of Redbridge is required under Section 60 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise.
- We advise applicants that the data held by the London Borough of Redbridge in respect of your application will be provided to the Audit Commission for the NFI and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

## REPORTING PERMIT FRAUD

- We try to make sure that only eligible people hold a permit and every effort is made to detect fraudulent applications and permit use. If you think that someone is using a permit they are not entitled to, please report it to the Parking Team.

## CONTACTING THE PARKING TEAM

- If you have any questions or need help filling in your application form, contact us by telephone on 020 8708 3636 or e-mail [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk).