

# Resident and Visitor Parking Permits Application Form

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

## 1. TYPE OF PERMIT REQUIRED (please tick relevant box)

- A Resident's Permit  Complete all sections of this application form **except section 3**
- Visitor Permits  Complete all sections of this application form **except sections 2 and 8**
- A Resident's Permit and Visitor Permits  Complete all sections of this application form

## 2. RESIDENT'S PERMIT

Please indicate the permit duration and start date required:

Permit Durations and Prices

	6 month permit	12 month permit
If permit is for the <b>first vehicle</b> in your household	£37.00 <input type="checkbox"/>	£42.00 <input type="checkbox"/>
If permit is for the <b>second vehicle</b> in your household	£77.00 <input type="checkbox"/>	£132.00 <input type="checkbox"/>
If permit is for the <b>third/subsequent vehicles</b> in your household	£121.00 <input type="checkbox"/>	£220.00 <input type="checkbox"/>
If permit is for a vehicle powered solely by <b>electricity</b> (V5 certificate required)	£0.00 <input type="checkbox"/>	£0.00 <input type="checkbox"/>

Start my permit from (DD/MM/YY): / /  The above prices include the administration fee for paper applications

## 3. VISITOR PERMITS

I require \_\_\_\_\_ Visitor Permit books at £11.00 each. Visitor permits are available in books of 10 and a maximum of 5 books may be purchased in any one rolling month.

## 4. WHICH PERMIT ZONE ARE YOU A RESIDENT WITHIN?

STHWP (South Woodford) <input type="checkbox"/>	ILA (Ilford A) <input type="checkbox"/>	ILB (Ilford B) <input type="checkbox"/>	SKA (Seven Kings A) <input type="checkbox"/>
SKB (Seven Kings B) <input type="checkbox"/>	CHA (Chadwell Heath A) <input type="checkbox"/>	CHB (Chadwell Heath B) <input type="checkbox"/>	BLA (Barclay Oval) <input type="checkbox"/>
SHA (Starch House Lane) <input type="checkbox"/>	WA (Wanstead A) <input type="checkbox"/>	WB (Wanstead B) <input type="checkbox"/>	WD (Wanstead D) <input type="checkbox"/>
WG (Woodford Green) <input type="checkbox"/>	WGB (Woodford Green) <input type="checkbox"/>	WGC (Woodford Green C) <input type="checkbox"/>	WGD (Woodford Green D) <input type="checkbox"/>
NA (Newbury Park A) <input type="checkbox"/>	NB (Newbury Park B) <input type="checkbox"/>	HA (Hainault A) <input type="checkbox"/>	HB (Hainault B) <input type="checkbox"/>
SWB (South Woodford B) <input type="checkbox"/>	RA (Redbridge A) <input type="checkbox"/>	ALH (Aldersbrook Lakehouse) <input type="checkbox"/>	WFA (Woodford A) <input type="checkbox"/>

If you are unsure which permit zone you live in, please look at the resident parking bay signs near your property. These will show the zone letters. A map of all the permit zones can also be found online at [www.redbridge.gov.uk](http://www.redbridge.gov.uk)

## 5. PERSONAL DETAILS AND PROOF OF RESIDENCY

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

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

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

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

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

Please provide a photocopy of one of the following documents as proof of residence. The document must clearly show your name and address (please tick which document is enclosed):

- I enclose a photocopy of a **council tax bill** for the current period
- I enclose a photocopy of a **utility bill** dated within the last 3 months
- I enclose a photocopy of a **completed and signed tenancy agreement**
- I enclose a photocopy of my **driving licence**

## 6. DISABLED BADGE HOLDERS ONLY

- Disabled badge holders who are eligible for a resident's or visitor's permit will receive their permit **free of charge**. To obtain your free permit(s), please complete the details below and provide a copy of both sides of your disabled badge:

Badge number: \_\_\_\_\_ Expiry Date: / /

Issued by: \_\_\_\_\_  A copy of both sides of the disabled badge is enclosed

- Residents who have visitors who are disabled badge holders can obtain 2 visitor's permit books per rolling month free of charge for use in conjunction with this badge. To obtain your free permits, please complete the details below and provide a copy of both sides of the disabled badge held by your visitor:

Visitors Badge number: \_\_\_\_\_ Expiry Date: / /

Issued by: \_\_\_\_\_  A copy of both sides of the disabled badge is enclosed

## 7. PAYMENT

(please do not send cash)

By Cheque or Postal Order

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

**PLEASE NOTE:** If you wish to pay by credit or debit card you can apply online at [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking)

## 8. PROOF OF VEHICLE OWNERSHIP

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

Make: \_\_\_\_\_ Model: \_\_\_\_\_

- **If you are the registered owner of the vehicle**, please provide a photocopy of one of the following documents as proof of ownership. The document must clearly show your name, address and registration number. The name and address on the document must be the same as that shown on the proof of residence document you submit:

- I enclose a photocopy of a **vehicle registration document**
- I enclose a photocopy of a **sales invoice for the vehicle** (Only a formal invoice will be accepted, hand written receipts are not sufficient)
- I enclose a photocopy of a **valid certificate of insurance & policy schedule** with my name as the main policyholder

**Please note** to obtain a free permit for an electric vehicle you must supply a copy of your V5 certificate (log book) showing zero emissions.

- **If you are not the registered owner of the vehicle (e.g. vehicle is a company car, lease car, rental car)**, please give the name and address of the registered owner and supply proof that you have the right to use the vehicle:

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

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

Please provide one of the following documents as proof that you have the right to use the vehicle:

- I enclose a **signed and dated letter from my employer (if using company car)** which states that I am an employee of the company and gives the vehicle registration number showing the address where the vehicle will be kept and the **vehicle log book or lease agreement showing the vehicle is registered to that company**.
- I enclose a photocopy of a **hiring/leasing agreement** with the same name and address as my proof of residence
- I enclose a photocopy of a **valid certificate of insurance & policy schedule** showing my name and the address where the vehicle will be kept

**Please note** to obtain a free permit for an electric vehicle you must supply a copy of the V5 certificate (log book) showing zero emissions.

## 9. DECLARATION

I hereby certify that:

- I have read and accept the conditions of use
- The address shown in part 5 is my usual place of residence
- I will only issue visitors permits to drivers who are visiting me at the address shown in part 5

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

- I cease to reside within the Controlled Parking Zone
- The council withdraws the permit and/or it ceases to be valid for any other reason (including disposal of the vehicle)

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

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

## 10. CHECKLIST – THIS SECTION MUST BE COMPLETED

Please be advised that if your application form is incorrectly or partially completed or if incorrect documentation is provided, your application **will be returned to you** and the issue of your permits may be delayed. Please make sure you satisfy the following criteria before returning your form (**please tick**):

- I have completed, signed and dated the application form
- I enclose proof of my address and for resident's permit applications also enclose proof of vehicle ownership
- I enclose a cheque or postal order. Please do not send cash
- I enclose a copy of both sides of the disabled badge held by myself and/or visitors (where applicable)

# Resident and Visitor Parking Permits Conditions of Use / 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 and enclose PHOTOCOPIES of all the documentation required.
- Please be advised that if your application form is incorrectly or partially completed or if incorrect documentation is provided, your application will be returned to you and the issue of your permit(s) may be delayed.

## PROOF OF RESIDENCY AND VEHICLE OWNERSHIP

- To apply for a resident's permit you will need to provide proof of residency and vehicle ownership. The address on both these documents must be the same.
- To apply for visitors' permits you will need to provide proof of residency.

- **For proof of residency** - Please provide a photocopy of one of the following documents which must clearly show your name and address:

- Council Tax Bill
- Utility Bill dated within the last 3 months
- Completed and signed Tenancy agreement
- Driving Licence.

- **For proof of vehicle ownership**

If the vehicle is fully powered by electricity, please provide a photocopy of the V5 certificate (log book) showing zero emissions

If you are the registered owner of the vehicle, please provide a photocopy of **one** of the following documents as proof of ownership. The document must clearly show your name, address and registration number:

- Vehicle registration document
- Sales invoice for the vehicle (Only an official invoice will be accepted, hand written receipts are not sufficient)
- Valid Certificate of Insurance & policy schedule.

If you are not the registered owner of the vehicle (e.g. the vehicle is a company car, lease car, rental car), please provide a photocopy of **one** of the following documents as proof that you have the right to use the vehicle:

- A signed and dated letter from your employer (if using company car) stating that you are an employee of the company and giving the vehicle registration number and address where the vehicle will be kept. You must also supply a copy of the vehicle log book or lease agreement showing the vehicle is registered to that company
- a hiring/leasing agreement
- a valid certificate of insurance & policy schedule.

- **If you have recently moved to Redbridge and cannot provide the information requested above, please provide proof from each category below:**

- Proof of Residency - Please provide either a signed tenancy agreement for a rented property or a letter of completion from a solicitor on a newly purchased property. The letter of completion from a solicitor must state that the transaction has been completed and is not set for completion at a future date.
- Proof of Vehicle - A motor insurance schedule showing the applicant as the main policyholder. The address must be the same as that shown on the proof of residence.

## PAYMENT

- Please enclose a cheque or postal order when you submit your application form. Ensuring you write your vehicle registration number, name and address on the back and it is made payable to 'London Borough of Redbridge'. **Please Note** payment cannot be made via credit or debit card unless you apply online at [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking)

## SUBMITTING YOUR PERMIT APPLICATION

- **ONLINE** - Applications can be made on our website [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking) where you will be able to upload any evidence. Please note: you will need to be registered for a Redbridge account to apply online.

- **BY POST** - Please return the completed form, payment(s) and photocopied evidence to Parking Management (Permits), PO Box 750, Ilford, Essex, IG1 1FQ.

## YOUR ENTITLEMENT TO A PERMIT

- **RESIDENT'S PERMIT** - Every resident who lives within a controlled parking zone, which has permit parking, is entitled to apply for a resident's permit for each vehicle kept, this includes motorcycles.

- **VISITORS' PERMITS** - Every resident who lives within a controlled parking zone, which has permit parking, is entitled to apply for visitors' permits, which can then be used by friends, relatives, health-visitors or trades people who are visiting you. Each permit is valid for one day.

- **DISABLED PARKING BADGE HOLDERS** - Disabled badge holders who are eligible for a resident's permit or visitors' permits will receive the permit(s) free of charge. To apply for your free permit(s) please complete section 6 of the permit application form and provide proof of your residency (for resident's and visitors' permits) and vehicle ownership (for resident's permit only). Please also include a copy of both sides of your blue badge. Residents who have visitors who are disabled badge holders can obtain 2 books of visitors' permits per rolling month free of charge - visitors must then display their disabled badge as well as the visitor's permit when using a resident's parking bay. Please be advised that a maximum of 5 books of visitors' permits will be issued in any one rolling month.

## PERMIT CHARGES

- **RESIDENT'S PERMIT** - Permits are available for a duration of 6 or 12 months. There is no upward limit to the number of permits that can be issued to a household, provided the criteria can be met for each application. Permit costs rise depending on the number of permits that have already been issued to a household. **The following charges include the administration charge for paper applications.**

	6 months	12 months
<b>First Permit</b>	£37.00	£42.00
<b>Second Permit</b>	£77.00	£132.00
<b>All Subsequent Permits</b>	£121.00	£220.00

- Vehicles fully powered by electricity are eligible to obtain a permit free of charge, a copy of the V5 certificate (log book) showing zero emissions must be provided.

- **VISITORS' PERMITS** - Books, holding 10 visitors' permits cost £11.00 each. A maximum of 5 books may be purchased in any one rolling month.

## WHERE CAN I PARK WITH A PERMIT?

- A resident and visitor's permit entitles the holder to park in any vacant resident permit holder's bay and, if applicable shared use or general use permit bays, within the controlled parking zone specified on the permit. A failure to display the correct permit for your zone could result in a penalty charge notice being issued.

- Resident and visitors' permits are not valid for parking in suspended bays or for parking in business permit bays, pay & display bays, yellow lines, off street housing estates and car parks EXCEPT where otherwise stated by signs at the locations.

- The restricted parking hours will be displayed at the entry points to the controlled parking zone and in some cases on signs adjacent to the bays.
- 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.

#### **SUSPENDED BAYS**

- The use of the parking bays may be suspended by police officers, parking attendants or by authorised council officers without prior notice. Parking is not permitted in suspended bays and even if a valid permit is displayed, a penalty charge notice will still be issued.

#### **WHERE DO I PUT MY PERMIT?**

- **RESIDENT'S 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.

- **VISITOR'S PERMIT:** Please display the permit face up on the dashboard so that it can be readily seen from the outside of the vehicle. Visitor's permits are only valid for use within the controlled parking zone specified on the permit and each voucher is valid for one day. Please ensure that you validate the permit by scratching off the correct panels for the day, date and month and write the vehicle registration number in ink in the space provided.

- A failure to display the relevant permit correctly could result in a penalty charge notice being issued.

#### **RENEWING YOUR CURRENT PERMIT**

- **RESIDENT'S PERMIT:** A resident's permit is valid for 6 or 12 months. You are responsible for renewing your permit when it expires – you will not be sent a reminder prior to the expiry date. We advise that you renew your permit at least three weeks before it runs out. To renew your permit, please apply online at [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking) or send a completed permit renewal form, along with payment, to the Parking Team. Please note if you wish to pay by Credit or Debit card you must apply online.

- **VISITOR'S PERMIT:** To apply for further visitors' permits:

- **ONLINE** – Applications can be made on our website [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking) where you will be able to upload any evidence as required. **Please note:** you will need to be registered for a Redbridge account to apply online.

- **BY POST** – Please complete the permit renewal slip inside your current visitors permit book and send it, along with a cheque or postal order to the Parking Team.

- **Please note:** if you haven't purchased visitors permits in over a year you may be required to provide proof of continued residence (see proof of residency above).

#### **CHANGING YOUR DETAILS**

- A change of details form is available to download from [www.redbridge.gov.uk/parking](http://www.redbridge.gov.uk/parking)

#### **CHANGING YOUR ADDRESS:**

- If you have moved into a different house within the same controlled parking zone you can continue to use your existing permit but you must let us know your new address and send us proof. Please complete a change of details form to advise us of the changes.

- If you have moved into a different house within another controlled parking zone 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 proof of your new residence. 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 £22.00 for this service. Please complete a change of details form to advise us of the changes.

#### **CHANGING YOUR NAME:**

- If you change your name you can continue to use your permit but you need to let us know so that we can update our records. You need to send us proof of your new name such as a copy of your marriage/civil partnership certificate.

#### **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 proof of vehicle ownership. 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 £22.00 for this service. Please complete a change of details form to advise us of the changes.

#### **LOST OR STOLEN PERMITS**

- If your permit has been lost then a new application will have to be made at the full permit rate. Please note if the lost permit is at the first or second vehicle rate subsequent vehicle charges may apply.

- 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 expire on the same date as your previous permit. You are required to pay an administration charge of £22.00 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 of £22.00 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 restrictions. Civil enforcement officers regularly patrol the area 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**

- This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

#### **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 e-mail [parkingandtrafficeenforcement@redbridge.gov.uk](mailto:parkingandtrafficeenforcement@redbridge.gov.uk)

#### **DATA PROTECTION STATEMENT**

- The London Borough of Redbridge uses your personal data for the administration and sale of parking permits. We collect your name, address and vehicle registration, as well as proof of vehicle ownership and residency. This information is provided consensually by anyone wishing to purchase a permit, it is not mandated by legislation. The information is needed to verify you live within a permit parking zone and provide you with a permit to park in the area. We share information with internal departments such as those responsible for disabled parking badges and bays and the Council Tax Department for the purpose of the prevention and detection of fraud. Your information will be retained for 3 years after the life of the permit, after which time it will be destroyed. If you are concerned about how the council is using your data, please contact our Data Protection Officer via [data.protection@redbridge.gov.uk](mailto:data.protection@redbridge.gov.uk) or on 0208 708 3890. More information about your rights is available on our website ([www.redbridge.gov.uk](http://www.redbridge.gov.uk)), or via the Information Commissioner ([www.ico.org.uk](http://www.ico.org.uk)).