

# Essential User Parking Permit Application Form

- Please read the attached guidance notes before completing this form.
- Please complete all numbered sections of the application form and write clearly using BLOCK CAPITALS

## 1. PERMIT DURATION AND START DATE REQUIRED

☐ I require a 12 month Essential User permit at a cost of £456.50

I would like my permit to start from (DD/MM/YY): //

## 2. EMPLOYER ORGANISATION

NHS ☐ LBR ☐ Police ☐ Fire Service ☐

Job Title/Description: \_\_\_\_\_

- Permits will only be issued to applicants whose job requires them to make essential visits for appointments. They cannot be used to visit the place of work. Any vehicle seen parked close to the holders' base or a surgery will be issued with a Penalty Charge Notice and the permit may be withdrawn.

## 3. ORGANISATION NAME AND ADDRESS

Organisation Name: \_\_\_\_\_

Department: \_\_\_\_\_

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

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

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

## 4. APPLICANTS DETAILS AND PROOF OF EMPLOYMENT

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

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

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

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

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

☐ I enclose a letter from my employer confirming employment and that the vehicle is for essential business use

## 5. EMPLOYER DECLARATION (To be completed by the Head of Service)

I hereby certify that the person named in section 4 and the vehicle shown is authorised by myself to undertake essential work for the: \_\_\_\_\_

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

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

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

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

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

## 6. VEHICLE DETAILS

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

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

## THIS SECTION FOR USE BY PERMIT STAFF ONLY

## REC'D DATE STAMP

New reference number ZP/EU

Notes: \_\_\_\_\_

## 7. PROOF OF VEHICLE OWNERSHIP

- **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:

- ☐ I enclose a photocopy of a **vehicle registration document**
- ☐ I enclose a photocopy of a **sales invoice for the vehicle** (Only an official 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

- **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:

First Names: \_\_\_\_\_ Surname: \_\_\_\_\_

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

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

- ☐ 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 and 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** showing my name
- ☐ I enclose a photocopy of a **valid certificate of insurance & policy schedule** showing my name

## 8. PAYMENT

**(please do not send cash)**

- ☐ **By Cheque or Postal Order**

I enclose a cheque or 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 or postal order)

- ☐ **By Cost Code**

Costcode:  R  Amount to be debited £ \_\_\_\_\_

## 9. 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 of business or employment

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

- The users job ceases to be classed as an essential user
- I cease to be employed by the company stated in part 3
- 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: \_\_\_\_\_

## 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 have ensured section 8 has been signed by my employer
- ☐ I enclose proof of my employment and proof of vehicle ownership
- ☐ I enclose payment. Please do not send cash.

# Essential User Parking Permits 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 EMPLOYMENT, ESSENTIAL USER STATUS AND VEHICLE OWNERSHIP

- To apply for an Essential User permit you will need to provide proof of employment, proof of the organisation location and proof of vehicle ownership.
- **For proof of employment** - Please provide a letter on official headed stationary (showing the address of the organisation) from your head of service or your employer confirming employment and the use of your vehicle is for essential business use.
- **For proof of Essential User status** - Please ensure section 8 is completed and signed by your head of service or senior official
- **For proof of vehicle ownership**  
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 organisation and providing the vehicle registration number and address where the vehicle will be kept **and** proof the vehicle is registered that company.
  - A hiring/leasing agreement.
  - A valid certificate of insurance & policy schedule.

## PAYMENT

- Please enclose PAYMENT for your permit when you submit your application form. When paying by cheque or postal order 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 or debit/credit card.**

## SUBMITTING YOUR PERMIT APPLICATION

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

## YOUR ENTITLEMENT TO A PERMIT

- Essential User Permits are available to persons who work for or are contracted to a Health Service, London Borough of Redbridge, The Police or Fire Service.

## PERMIT CHARGES

- **ESSENTIAL USER PERMIT** - Permits are available for the duration of 12 months. Costs are as follows:

	12 months
Essential User Permit Cost	£456.50

## WHERE CAN I PARK WITH AN ESSENTIAL USER PERMIT?

- An Essential User permit entitles the holder to park in any vacant pay and display bay, residents' bay and, in any council operated pay and display car park for a maximum of 2 hours. A failure to display the correct permit **and** time clock could result in a penalty charge notice being issued.
- Essential User permits do not permit parking in Ley Street Multi-Storey Car Park (CP25), Lynton House Car Park (CP15) or Chadwick Road.
- Essential user permits are not valid for parking in suspended bays or for parking in business permit bays, doctors bays, motorcycle bays, loading bays, disabled bays, no stopping restrictions, yellow lines, red routes and off street housing estates
- The restricted 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 an Essential User 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, Civil Enforcement Officers 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?

- 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.
- The time clock must be clearly displayed with the time visible from the front of the vehicle.
- A failure to display the relevant permit **and** clock correctly could result in a penalty charge notice being issued.

## RENEWING YOUR CURRENT PERMIT

- A permit is valid for 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 send a completed Essential User permit renewal form, along with payment, to Parking Management. The permit renewal form is available to download from [www.redbridge.gov.uk](http://www.redbridge.gov.uk).

## CHANGING YOUR DETAILS

- A change of details form is available to download from [www.redbridge.gov.uk](http://www.redbridge.gov.uk).
- **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 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 your new 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 £27.50 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.
- 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 £27.50 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 £27.50 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.

## 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 contact Parking Management on [parkingandtrafficenforcement@redbridge.gov.uk](mailto:parkingandtrafficenforcement@redbridge.gov.uk).

## CONTACTING THE PARKING TEAM

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