

RESIDENT PARKING PERMIT

Application form

Version 6.2



Please complete this form in **BLOCK CAPITALS** and in black or dark blue ink.

You must supply original documentation. Photocopies are not acceptable.

1. Applicant details

Title	First name(s)
<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
<input type="text"/>	Postcode
<input type="text"/>	<input type="text"/>
Telephone number	Email address
<input type="text"/>	<input type="text"/>

FOR OFFICE USE ONLY

Permit number	<input type="text"/>
Expiry date	<input type="text"/>
Application type	<input type="text"/>
CPZ	<input type="text"/>
Fee	£ <input type="text"/>
Method	<input type="text"/>
Docs seen?	<input type="text"/>
Officer initials	<input type="text"/>
Date	<input type="text"/>

You must present **one** document in the above name and address (which must fall within a residential parking zone) from the list below. Please note that mobile phone bills, vehicle/insurance documents, TV licences and medical cards are **not** accepted.

Please cross **one** box:

- Driving licence
- Current council tax bill
- Bank statement/credit card statement dated within three months
- Utility bill dated within three months
- Current council rent book
- Welfare benefits letter dated within three months
- Department for Work and Pensions letter dated within three months

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<input type="checkbox"/> Driving licence	<input type="text"/>
<input type="checkbox"/> Council tax bill	<input type="text"/>
<input type="checkbox"/> B/CC statement	<input type="text"/>
<input type="checkbox"/> Utility bill	<input type="text"/>
<input type="checkbox"/> Rent book	<input type="text"/>
<input type="checkbox"/> Benefits letter	<input type="text"/>
<input type="checkbox"/> DWP letter	<input type="text"/>

2. Vehicle details

You are **not** entitled to apply for a permit if your vehicle is more than 2.3 metres high and/or 5.3 metres long.

Vehicle registration mark	Make	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>

You must present a UK vehicle registration document (V5C/logbook) for the above vehicle in the name and address listed in section 1 (which must fall within a resident parking zone). Alternatively, if the vehicle is under lease or hire you must present the agreement. If it is a company vehicle, you must also present a letter on headed paper from your employer stating that you keep the vehicle at home.

Please cross the boxes that apply:

- UK vehicle registration document (V5C/logbook)
- Lease/hire agreement
- Letter from your employer on headed paper dated within three months

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Officer initials

<input type="checkbox"/> V5C/logbook	<input type="text"/>
<input type="checkbox"/> Hire agreement	<input type="text"/>
<input type="checkbox"/> Letter	<input type="text"/>

3. Declaration

Newham Council will only issue you with a permit if you confirm that the below declaration is true. After carefully reading the information contained within this application form - including the terms and conditions in section 8 - please cross the **two** boxes below and then sign, date and print your name.

WARNING: It is an offence to give false or misleading information. If you do, you may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by the declaration items listed below may lead to prosecution and you could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both.

Newham Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 0800 052 2420. All calls are treated in the strictest confidence.

Please cross **both** boxes to confirm that:

- You have read, understood and accept the information contained within this application form including the terms and conditions in section 8.*
- The information you have provided in this form is true and accurate. You understand and accept that if you have stated anything that you know to be wrong, untrue or is subsequently found to be wrong, you may be prosecuted.*

Only the applicant named in section 1 can sign this declaration.

Signature

Date

Print name

4. Charges

1st resident parking permit = free | 2nd resident parking permit = £100 | Additional resident parking permit = £200
Replacement (change of vehicle/address/VRM, damaged or lost) = £5 | Replacement (verified as stolen) = free

5. Renewals

You can renew your permit up to 6 weeks in advance of its expiry date. The council will not issue a permit for a date which has already passed. Renewals **must** be completed online at: my.newham.gov.uk

6. Refunds

You can only apply for a permit refund where the value of the unused period is equal to £10 or more. There is a £5 administration charge for processing refunds. Refunds are calculated in respect of the unused period per **whole** calendar month. To apply for a refund, please return the original permit with a letter explaining why you would like a refund and where it should be posted to. Please send the request to Newham Parking Permits, PO Box 62484, London E16 9AU. You will receive a cheque for the unused amount minus the administration charge within 28 days.

7. Where to apply for your resident parking permit

ONLINE

Visit my.newham.gov.uk - you do not need this form to apply online.

IN PERSON

You can only apply in person if you have a new vehicle, have recently moved to a new address or your permit is lost, stolen or damaged. All other applications made in person will be refused and you will be advised to use the online application process.

Please note that the council does not accept resident parking permit applications by post.

8. Terms and conditions - resident parking permit

- 1) The first resident parking permit is free, the second costs £100 and the third and subsequent permits cost £200. These charges are per address as defined by the Local Land Property Gazetteer (LLPG).
- 2) Resident parking permits last for one year and are assigned to applicants on a first come first serve basis, i.e. the first applicant will receive the first permit (position one), the second will receive the second permit (position two) etc. Provided permits are renewed before they expire, the permit sequence (i.e. the order in which they are issued and the charges therefore associated to them) will remain intact. Renewing permits after they expire may result in the sequence changing.
- 3) Further to item 1 and 2 herein, disabled resident parking permits will take up position one and be issued free of charge regardless of when they are applied for. If a resident parking permit has been issued for free in position one prior to the issue of a disabled resident parking permit, the resident parking permit will lose its position and take up the next available position and the appropriate charge upon renewal.
- 4) Newham Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 0800 052 2420. All calls are treated in the strictest confidence.
- 5) It is an offence to give false or misleading information. If the applicant does, they may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and they could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both.
- 6) Newham Council and/or its agents may use the information provided by the applicant to satisfy itself that the applicant is eligible for the resident parking permit and/or to prevent and detect fraud.
- 7) In order to confirm proof of residency and to reduce instances of fraudulent applications, an authorised officer of Newham Council may ask to visit the applicant's home before or after issuing a permit. If the applicant refuses to allow inspection of their residence, Newham Council may refuse to issue or withdraw the permit.
- 8) Newham Council has a duty to protect the public money it deals with and may use information the applicant provides to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public money.
- 9) The address/property against which a resident parking permit is applied for must: a) be the applicant's sole or main residence;
b) fall within the boundaries of a Newham residential parking zone (controlled parking zone) as defined by Newham Council; and c) not be a car free development (i.e. a property not entitled to apply for such a permit) as defined by the property's planning permission.
- 10) The vehicle against which a resident parking permit is applied for must be registered with the DVLA in the UK or - in the case of a temporary resident parking permit - be registered with the DVLA in the UK within 8 weeks from the date the application is accepted by the council, i.e. the temporary permit issue date.
- 11) The vehicle against which a resident parking permit is applied for must be registered to the same address referred to in item 9 herein, except where the vehicle is on long term hire/lease or belongs to the applicant's employer.
- 12) The vehicle against which a resident parking permit is applied for must: a) be roadworthy; b) have a valid road fund licence (tax disc) throughout the life of the permit; and c) be insured in accordance with UK law.
- 13) The vehicle against which a resident parking permit is applied for must not exceed 2.3 metres in height and/or 5.3 metres in length. Any resident parking permit displayed in a vehicle which exceeds this height and/or length restriction will be invalid.
- 14) If required, the applicant will support their resident parking permit application by providing the documentation outlined in the resident parking permit application form.
- 15) Where an applicant has recently moved address or purchased a new vehicle and is unable to provide all of the documentation outlined in the resident parking permit form, the council - subject to receiving satisfactory alternative documentation - may issue a temporary resident parking permit, which is valid for 8 weeks.
- 16) Where an applicant receives a temporary resident parking permit but fails to provide the required documentation prior to its expiry date, the council may cancel the original application and retain any monies paid, i.e. payments made against temporary resident parking permits are non-refundable.

continued...

8. Terms and conditions - resident parking permit (...continued)

- 17) Refunds for temporary parking permits will only be considered if the vehicle is either a) sold b) written-off c) the applicant moves address. Proof must be supplied when making an application for refund for a temporary parking permit.
- 18) The applicant will notify Newham Council of any changes in their personal circumstances which may affect the validity of the resident parking permit including but not limited to: a) a change of address; and b) sale or disposal of the vehicle.
- 19) Parking permits issued by Newham Council remain the property of the council and an applicant is required to return any such permit(s) to them if asked to do so by a council officer or somebody authorised by the council.
- 20) A resident parking permit must be displayed so that it is clearly visible from the front or nearside of the vehicle. Failure to clearly display a permit may result in a penalty charge notice being issued.
- 21) A resident parking permit is only valid for use in designated bays/spaces (either permit holder only bays or shared use bays that can be used by both permit holders and motorists purchasing a pay and display ticket) within the residential parking zone (controlled parking zone) displayed on the permit. The vehicle must be parked completely within the bay/space otherwise a penalty charge notice may be issued.
- 22) If an appropriate permit bay/space is unavailable, a resident parking permit does not entitle a driver to park where other parking restrictions are in force.
- 23) The council reserves the right to withdraw, invalidate or refuse to issue a permit if: a) the permit holder or any person using the permit threatens or physically attacks a civil enforcement officer, police officer or authorised officer of the council (such behaviour may also result in the applicant being barred from council premises); b) the permit holder or any person using the permit fails to comply with a reasonable request from a civil enforcement officer, a police officer or an authorised officer of the council in respect of their behaviour or usage of any permit issued by the council; c) it becomes apparent that a permit issued by the council is improperly held or is being improperly used; d) there is any default in payment of the council's appropriate charge for the permit; and/or e) the vehicle against which the permit has been issued has three or more outstanding penalty charges which have reached the stage where the statutory rights of appeal have been exhausted.
- 24) If the applicant transfers or sells the vehicle to a new keeper, the permit will no longer be valid.
- 25) If the applicant no longer owns the vehicle to which the permit has been issued or they move address, they must return the permit to the council. The permit will be cancelled or alternatively can be transferred to the applicant's new vehicle or address (if within a Newham residential parking zone) for a charge of £5.
- 26) The applicant is solely responsible for renewing their resident parking permit before it expires. The applicant can renew their permit up to 6 weeks prior to its expiry date.
- 27) The council will usually warn you if on-street parking is going to be disrupted or suspended, although this is not always possible. In such circumstances, warning notices will normally be put up 48 hours in advance at the relevant parking bays. Emergency suspensions may be introduced at any time of day. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a penalty charge notice and your vehicle may be removed.
- 28) Newham Council does not accept resident parking permit applications by post and accepts no responsibility for any document loss or damage which occurs in transit to or from the council.
- 29) There is a £5 administration charge for processing refunds. Refunds are calculated in respect of the unused period per whole calendar month. Applicants can only apply for a permit refund where the value of the unused period is equal to £10 or more. To apply for a refund, applicants should return the original permit by post with a letter explaining why they would like a refund and where the refund should be posted to: Newham Parking Permits, PO Box 62484, London E16 9AU. Refunds take up to 28 days to process.
- 30) Refunds will not be considered for second, third or additional permits if the first permit option becomes available at the address.
- 31) The council takes no responsibility for permits lost in the post.
- 32) If a resident parking permit is lost, a new permit can be issued for the remaining period at a charge of £5, subject to the applicant providing a lost report from the Police.
- 33) If a resident parking permit is damaged, a new permit can be issued for the remaining period at a charge of £5, subject to the applicant providing the damaged permit and original documentation as outline in the application form.
- 34) If a resident parking permit is stolen, the applicant must provide a crime reference number from the Police in order to obtain a free replacement permit.