

London Borough of Ealing - Parking Services  
**DISPENSATION - APPLICATION FORM**



**PLEASE COMPLETE IN BLOCK LETTERS AND MARK ANY APPLICABLE BOXES WITH A TICK**

**1. APPLICANT**

TITLE: \_\_\_\_\_ FORENAME(S): \_\_\_\_\_

SURNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**2. VEHICLE DETAILS**

REGISTRATION NO: \_\_\_\_\_ MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_ COLOUR: \_\_\_\_\_

**3. TYPE OF APPLICATION**

**NEW RESIDENT - £8 per week**

**CHANGE OF VEHICLE - £8 per week**

**COURTESY CAR- £8 per week**

**BUILDERS/CONTRACTORS - £15 per day**

**4. LOCATION AND PERIOD**

**LOCATION/STREET:** \_\_\_\_\_

**DATE FROM:** \_\_\_\_\_

**DATE TO:** \_\_\_\_\_

**TIME FROM:** \_\_\_\_\_

**TIME TO:** \_\_\_\_\_

**5. DECLARATION**

I DECLARE THAT I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS OF "NOTES TO APPLICANTS" OVERLEAF AND THAT ALL THE INFORMATION SUPPLIED BY ME IS CORRECT.

FAILURE TO COMPLY MAY CONSTITUTE AN OFFENCE UNDER SECTION 115 OF THE ROAD TRAFFIC REGULATION ACT 1984.

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**A FALSE STATEMENT MAY RENDER AN APPLICANT LIABLE TO PROSECUTION**

**FOR OFFICE USE ONLY**

DATE RCVD \_\_\_\_\_ DATE PROCESSED \_\_\_\_\_ EXPIRY DATE \_\_\_\_\_

RCVD & CHECKED BY \_\_\_\_\_ PROCESSED BY \_\_\_\_\_

RECEIPT NO \_\_\_\_\_ DISP NO \_\_\_\_\_

# NOTES TO APPLICANTS

## PERMISSION TO LOAD AND UNLOAD

Vehicles may park legally when carrying out authorised exemption works only, where waiting and loading restrictions exist, provided an application is made and approved using the following criteria:-

- (a) The application form must be fully completed and submitted at least ten working days in advance of the dispensations start date.
- (b) A dispensation will only be issued in exceptional circumstances, at the discretion of the Authorised Officer and where no other parking facilities exist
- (c) Applications can be made:

APPLICATION BY POST:  
**Ealing Council  
Parking Services  
PO Box 46264  
London  
W5 2UN**

APPLICATION IN PERSON:  
**Customer Service Centre  
Perceval House  
14-16 Uxbridge Road  
London  
W5 2HL**

Reception Opening Hours: Monday - Friday between 9am - 5pm

- (d) The prices and time frames for dispensation are as follows:

<b>Residents</b>	<b>Time allowed</b>	<b>Extension</b>	<b>Cost</b>
New Resident	6 weeks	No	£8 per week
Change of Vehicle	6 weeks	No	£8 per week
Courtesy Car	up to 6 weeks	Yes	£8 per week
Builders/ Contractors	2 weeks	Yes	£15 per day

Residents must supply up to date proof of residence dated within the last month to qualify for a dispensation. e.g. Utility bills, bank statements or council tax bills.

Payment by post is only accepted in form of a Cheque, Money Order or Postal Order. Cash, Cheques, Credit Cards and Debit Cards will be accepted if applying in person at our reception. Cheques, Money Orders and Postal Orders should be crossed and made payable to EALING COUNCIL. Post-dated cheques and postage stamps cannot be accepted.

## THE FOLLOWING CONDITIONS WILL APPLY:-

- (a) The vehicle clearly displays in the windscreen an approved Dispensation.
- (b) The vehicle is permitted to park for a maximum period and in the exact location shown on the Dispensation.
- (c) Vehicles MUST NOT park on the footway, land between two carriageways or grass verge at any time.
- (d) Vehicles displaying an approved Dispensation must be removed if required by a Police Officer, Parking Attendant or Member of Staff authorised by the Council. Vehicles not removed as a result of such action will be issued with a Penalty Charge Notice (PCN).

PCN's issued as a result of failure to comply with paras 1.6.1 and 1.6.4 will NOT BE CANCELLED.

## GDPR

The data you are providing on this application is for the purposes of processing your application for a permits and vouchers.

Ealing Council may use the data collected through the issuing and administration of permits and visitor vouchers for the purpose of enforcement of parking and traffic contraventions and traffic management administration.

The data will be used by Ealing Council, its agents, and London local authorities and may be disclosed to other law enforcement agencies for those purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

Your information may be:

- Shared with third parties for appeals and enforcement, such as London Tribunals and the Traffic Enforcement Centre (TEC).
- Shared with organisations such as British Parking Association (BPA) and London Councils for statistical purposes only.
- Shared within departments of the council where it is essential to carry out statutory functions.
- Shared with our contractors in order to carry out our legal obligations. These include providers of services such as our cashless parking system, IT system, parking enforcement and print and scanning providers.
- Shared with the police and law enforcement agencies.

If you want to have a copy of the information held about you this is called a subject access request under the Data Protection Bill 2018 and General Data Protection Regulations (GDPR). For more information regarding your rights and how we handle personal data please see the council's corporate [privacy statement](#). This can also be found at [https://www.ealing.gov.uk/info/201045/data\\_protection/1420/privacy\\_statement](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement)