

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**
- CHANGE OF VEHICLE**
- COURTESY CAR**
- BUILDERS/CONTRACTORS**

4. LOCATION AND PERIOD

LOCATION/STREET: _____

DATE FROM: _____

DATE TO: _____

TIME FROM: _____

TIME TO: _____

4 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 _____ REFERENCE NO _____

NOTES FOR APPLICANTS

1.0 PERMISSION TO LOAD AND UNLOAD

- 1.1 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:-
- 1.2 The application form must be fully completed and submitted at least three working days in advance of the dispensations start date.
- 1.3 Dispensation will only be issued in exceptional circumstances, at the discretion of the Authorised Officer and where no other parking facilities exist.
- 1.4 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

- 1.5 The prices and time frames for dispensation are as follows:

Residents	Time allowed	Extension	Cost
New Resident	6 weeks	No	£5 per week
Change of Vehicle	6 weeks	No	£5 per week
Courtesy Car	up to 6 weeks	Yes	£5 per week
Builders/ Contractors	2 weeks	Yes	£10 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.

1.6 THE FOLLOWING CONDITIONS WILL APPLY:-

- 1.6.1 The vehicle clearly displays in the windscreen an approved Dispensation.
- 1.6.2 The vehicle is permitted to park for a maximum period and in the exact location shown on the Dispensation.
- 1.6.3 Vehicles MUST NOT be parked on the footway, land between two carriageways or grass verge at any time.
- 1.6.4 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).

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

DATA PROTECTION

The Council of the London Borough of Ealing will use the data collected through the issuing and administration of this Permit for the purpose of enforcement of parking and traffic offences and traffic management administration. The data will be used by The Council of the London Borough of Ealing, 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.