

London Borough of Ealing - Parking Services  
**CAR PARK PERMIT – APPLICATION FORM**



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

**1. APPLICANT**

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

SURNAME: \_\_\_\_\_ COMPANY NAME: \_\_\_\_\_

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

POSTCODE: \_\_\_\_\_ CONTACT NUMBER: \_\_\_\_\_

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

**2. VEHICLE DETAILS**

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

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

**SPRINGBRIDGE ROAD CAR PARK PERMIT HOLDERS CAN ONLY PARK ON THE 3<sup>RD</sup>, 4<sup>TH</sup>, 5<sup>TH</sup>, 6<sup>TH</sup> AND 7<sup>TH</sup> FLOORS. PARKING ON THE 1<sup>ST</sup> AND 2<sup>ND</sup> FLOORS MAY RESULT IN THE ISSUE OF A PENALTY CHARGE NOTICE.**

**3. CAR PARK**

SPRINGBRIDGE ROAD MSCP	<input type="checkbox"/>	FEATHERSTONE TERRACE	<input type="checkbox"/>	PERIVALE	<input type="checkbox"/>
GREENFORD BROADWAY	<input type="checkbox"/>	HERBERT ROAD MSCP	<input type="checkbox"/>	GEORGE STREET	<input type="checkbox"/>
SALISBURY STREET	<input type="checkbox"/>	SOUTHALL MARKET	<input type="checkbox"/>		

**4. PAYMENT (see note 9 on reverse for charges)**

**NEW/RENEWAL** I ENCLOSE PAYMENT OF £ \_\_\_\_\_

**CHANGE OF VEHICLE** **PLEASE ENCLOSE THE FOLLOWING**

- EXISTING PERMIT
- PAYMENT OF £10

**5. DECLARATION**

I AGREE TO ABIDE BY THE PROVISIONS OF THE LONDON BOROUGH OF EALING (OFF STREET PARKING PLACES) (NO.1) ORDER 1998 (AS AMENDED). I DECLARE THAT I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS OF 'NOTES TO APPLICANTS' OVERLEAF.

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 \_\_\_\_\_ FILED BY \_\_\_\_\_

RECEIPT NO \_\_\_\_\_ PERMIT CP \_\_\_\_\_

## NOTES TO APPLICANTS

1. The permit may only be used in the vehicle in which it has been assigned to as indicated on the application form. The applicant is the permit holder to whom the permit will be sent. Each permit allows an authorised vehicle to park in the appropriate car park at any time without incurring an extra charge.
2. The permit must be clearly displayed in the windscreen of the vehicle (unless the permit has been issued electronically). Failure to do so may result in the issue of a Penalty Charge Notice.
3. The permit remains the property of the Council and the permit holder must surrender it to the Council on being required to do so. **Civil Enforcement Officers or authorised Council officers can request your permit at any time for inspection.**
4. If a permit is lost, destroyed or spoilt there is a £15 administration fee to re-issue a duplicate permit.
5. If you need to change the registration number on the permit, a change of vehicle application must be submitted to the Council with a payment of £10. The old permit must also be returned with the application (unless issued electronically).
6. A permit will consist of a disc to be displayed in the windscreen of the vehicle.
7. Authorised vehicles cannot exceed 3.5 tonnes and 2 metres in height.
8. The vehicle must be parked within the markings of any of the spaces or bays available. There are no individually reserved parking places for permit holders.
9. The Charges for each pass, inclusive of VAT is:-

<b>Car Park</b>	<b>Annual Permit</b>	<b>Quarterly Permit</b>
Featherstone Terrace	£280.00	N/A
George Street	£280.00	N/A
Greenford Broadway	£280.00	N/A
Herbert Road MSCP	£500.00	£200.00
Perivale	£500.00	£200.00
Salisbury Street	£750.00	£300.00
Southall Market	£500.00	£200.00
Springbridge Road MSCP	£750.00	£300.00

Cheques and postal orders should be made payable to **EALING COUNCIL**. Post dated cheques and postage stamps cannot be accepted.

### **PAYMENT SHOULD BE ACCOMPANIED BY THE APPLICATION FORM**

#### APPLICATION BY POST:

**Ealing Council  
Parking Services  
PO Box 46264  
London  
W5 2UN**

#### APPLICATION IN PERSON:

**Ealing Customer Services  
Perceval House  
14-16 Uxbridge Road  
London  
W5 2HL**

Opening Hours: Monday to Friday, 9am to 5pm

New and renewal permits can only be applied for by post. Change of vehicle permits can be applied for in person. Postal applications can take up to 10 working days to process from the date the application is received.

### **NOTES: The Council reserves the right to amend charges and procedures.**

Subject to legal obligation the Council or its servants should not be liable for any loss or injury however caused to any person or to any vehicle or its load or content while in the parking place or on its entering or leaving the same; whether such entry or exit is under the control of the driver of the vehicle or the Council. The use of these car parks is subject to the London Borough of Ealing (Off Street Parking Places) Order 1998.

### **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)