

Ealing Council Parking Services
CHANGE OF VEHICLE APPLICATION FORM



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

1 APPLICANT

Title: _____ Surname: _____

Forename (S): _____

Address: _____

Postcode: _____ Daytime Tel No: _____

E-Mail: _____ Mobile Tel: _____

2 NEW VEHICLE DETAILS

Make: _____ Model: _____

Colour: _____ Registration No: _____

Please supply the name and address of the registered keeper / owner (if different from the above)

3 OLD VEHICLE DETAILS

Make: _____ Model: _____

Colour: _____ Registration No: _____

You do not need to provide your V5C document (vehicle registration document) from the DVLA when you are applying for the Change of Vehicle. However, you must provide this document when renewing your permit. It must be in the same name and address as your permit application. If you do not provide the V5C your permit will not be renewed and issued to you

PAYMENT OF £10

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 _____

CHQ NO _____ PERMIT RZ _____

GUIDANCE NOTES & TERMS & CONDITIONS FOR PARKING PERMITS & VOUCHER APPLICATIONS

NOTES FOR APPLICANTS

The Council requires an applicant to produce reasonable evidence to verify the particulars supplied. The Council may withdraw a permit if it appears that any of the particulars supplied are false. **Civil Enforcement Officers or authorised Council officers can request to inspect your permit at anytime.**

Payment by post is only accepted by Cheque, Money Order, or Postal Order.

Cheques, money orders and postal orders should be crossed and made payable to EALING COUNCIL. Post dated cheques and postage stamps will not be accepted.

Applications for resident permits will be processed within 10 working days by post or the same day if you come in person to Perceval House, Customer Services, 14-16 Uxbridge Road, Ealing, W5 2HL.

APPLICATION BY POST:

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

THE COUNCIL RESERVES THE RIGHT TO AMEND CHARGES AND PROCEDURES

DECLARATION

- (a) I hereby certify that my usual place of abode is at the address shown in paragraph 1 overleaf, and I wish to apply for a residents' parking permit in respect of the vehicle specified in Part 2 of the application.
- (b) I understand that any permit issued to me by the Council is in respect of the said vehicle and that this and any subsequent issue of a permit is conditional upon my surrendering the permit if:
 - (i) I cease to be a resident.
 - (ii) I cease to own the vehicle specified in Part 2 of this application.
 - (iii) The vehicle specified in Part 2 of this application is adapted or used in such a manner that it ceases to be a passenger vehicle or of the class so described.
 - (iv) I am issued with a duplicate permit.
 - (v) The said permit ceases to be valid at the expiration of the specified period.
 - (vi) The permit is withdrawn pursuant to the provisions of the relevant traffic order.
- (c) I undertake to inform the Council immediately if any of these events occur. Failure may result in legal action and/or the issue of Penalty Charge Notices.

VEHICLES ELIGIBILITY FOR A RESIDENT'S OR BUSINESS PERMIT

- (a) The overall height of which does not exceed 3 metres.
- (b) The overall width of which does not exceed 1.83 metres
- (c) A motorcycle.
- (d) The entire vehicle must fit within the marked space

REQUIREMENTS FOR APPLICATIONS AND ISSUE OF PERMITS

- (a) An application form must be completed each time a permit is requested.
- (b) The applicant named must sign the application (unless applying online).
- (c) The applicant must provide a valid proof of residency and must be a resident in the Controlled Parking Zone (CPZ) for which you are applying.
- (c) If the applicant does not own the vehicle for which he/she is applying, then the applicant needs to satisfy the council that the
Vehicle is solely driven and kept by the applicant with the owner's permission.

If you have a disabled badge, you can park in a residents parking bay within a CPZ free of charge without any time limit. Your disabled badge must be on display at all times. You can also get a residents' permit free of charge provided that you are the registered keeper of the vehicle for which you are applying and you live in the CPZ for which you are applying. When applying for the permit you must provide a completed application form, a copy of the front and back of the blue badge and the proof required as listed below. If you are the parent of a blue badge holder under the age of 18 and the registered keeper of a vehicle you can also have a permit issued to you free of charge.

The following must be supplied before a Residents Permit is issued:

- (a) A copy of your full vehicle registration document (logbook) from the DVLA showing your name, address and vehicle details. This should also be in the same name and address as the permit.
- (b) For company vehicles you must provide a company letter on official headed paper, which confirms that you will be using this vehicle along with a copy of a proof of residency as outlined above.
- (c) If you have use of the vehicle but are not the registered keeper of the vehicle you will need to provide the following; a copy of the full vehicle registration document (logbook), a copy of the motor insurance document showing the you are eligible to drive the vehicle, a copy of a proof of residency as outlined about and a covering letter explaining why you require a permit for a vehicle you do not own.
- (d) If you own the vehicle but it is not registered at the same address as the permit you will need to provide the following; a copy of the full vehicle registration document (log book), copies of three different proofs of address as outlined above, and a covering letter explaining why you need a permit for a vehicle that is not registered at the same address as the permit.
- (e) If you have use of a hire vehicle you will need to provide a copy of the lease agreement and a copy of a proof of residency as stated outlined above.
- (f) If you are a blue badge holder the permit can be issued to you free of charge if you are the registered keeper of the vehicle.. When applying for the permit you must provide a copy of the front and back of the blue badge, along with a copy of the full vehicle registration document and a copy of a proof of residency as outlined above. If you are the parent of a blue badge holder under the age of 18 and the registered keeper of a vehicle you can also have a permit issued to you free of charge.

USE OF RESIDENTS' PARKING SPACES AND PARKING PERMITS

- (a) Resident Permit holders are only permitted to park in Pay and Display bays if they pay the appropriate charge.
- (b) A Residents' Parking permit does not allow the holder to park in stop and shop bays or specific user bays – e.g. disabled
- (c) A Residents' Parking permit allows the vehicle for which it has been issued to park in any available residents' parking space within the relevant CPZ.
- (d) Individual parking spaces will not be allocated to any particular vehicle.
- (e) The permit enables the holder to park within the allocated zone only.

RENEWAL OF A PARKING PERMIT

The onus is on the resident to ensure the permit is renewed. Recent proof of address is required with all renewal applications. If you have changed your vehicle within the last 12 months we also require a copy of the logbook (V5C).

CHANGE OR DISPOSAL OF VEHICLE OR THE RESIDENT MOVING OUT OF THE CPZ

- (a) A £10 administration fee must be paid and an application form completed for the new vehicle.
- (b) On disposal (without replacement) of the vehicle, or on moving out of the CPZ, the permit (paper permit) must be returned to Parking Services and a refund will be made for each complete month unexpired, less an administration charge of £15.00. No returns will be made for an unexpired time of 3 months or less.

BANK HOLIDAYS

The control on the residents' parking spaces does not apply on Christmas Day, Good Friday, or on Bank Holidays.

ELIGIBILITY AND PROOF REQUIRED FOR VISITOR & SERVICE VOUCHER APPLICATIONS

The visitor vouchers must be used in accordance with the Terms and Conditions. They are only to be used for visitors to your property. Visitor vouchers are not to be used by family, friends or colleagues who wish to park in the controlled parking zone without attending your residency.

Please Note: Permits and visitor vouchers issued by the council are not for resale.

Failure to comply may constitute an offence under Section 115 of the Road Traffic Regulation Act 1984.

Resident Visitor Vouchers

In order to apply for residents' visitor vouchers you must be a resident in the Controlled Parking Zone (CPZ) for which you are applying. Visitor vouchers can only be used in a vehicle that does not exceed 3.00 metres in height and 1.83 metres in width.

Depending on your zone a visitor voucher book will normally contain 5 or 10 visitor vouchers.

Proof of residency dated within the last three months, at the time of submitting the visitor voucher application. For visitor voucher applications the Council accepts copies of utility bills, bank or building society statements, credit card statements or wage slips. The proof supplied must bear the name and address of the applicant. You do not need to supply the above proof if you have a current residents' parking permit. Please quote your resident permit number instead on the application form.

Borough Wide Visitor Service Voucher

You do not need to be a resident in the CPZ in order to apply for Service Vouchers. You must however, meet one of the criteria outlined below. Borough wide visitor service vouchers (All zones) = £2.40 per hour (Maximum permitted stay = 4 hours)

You can only apply for a maximum of 10 visitor voucher books per application form. Each Service voucher book contains 10 vouchers. Each voucher is valid for 1hour.

You will need to submit the application with the relevant proof and payment. If the applicant is a utility company or statutory undertaker, the required proof is a copy of company ID clearly showing individual applicants name and the company name. Payment must also be on a company cheque.

If the applicant is any other service provider, contractor or company then a copy of registration number or company VAT number must be provided with payment on a company cheque.

Disclaimer: The Council reserves the right to ask for more proof in addition to the proof listed above. Please ensure that you send us clear copies of the documents required instead of sending us the originals. Ealing Council accepts no responsibility for original documents sent with applications.

The Council can reject an application if the required proof is not supplied or if the applicant is deemed not to meet the permit criteria. Incomplete applications will be returned to you and you will have to re-submit your application.

DROPPED KERB ENFORCEMENT

Please Note: Due to current legislation, anyone whose dropped kerb is currently registered on the Ealing Council enforcement list, will not be able to request enforcement of their dropped kerb if a resident bay is marked across it. This applies both during and outside of the operational hours of the Controlled Parking Zone. However, vehicles parked within a permit bay during the operational hours of the zone without displaying a valid resident permit or visitor voucher can be enforced against.

Data Protection Statement

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.