

ZONE

London Borough of Ealing - Parking Services

RESIDENT PERMIT - 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: _____ CO2EMISSIONS: _____

3 TYPE OF APPLICATION

NEW

PLEASE ENCLOSE THE FOLLOWING

Proof of residency (dated within the last three months).
Copy of the full Vehicle Registration Certificate (V5C) or company letter.
Please see Terms and Conditions for permit charges.

RENEWAL Current permit number:

PLEASE ENCLOSE THE FOLLOWING

Proof of residency (dated within the last three months).
If you have changed your vehicle in the last twelve months, you must include a copy of your Vehicle Registration Certificate (V5C) or company letter. If you renew your permit in person at Perceval House, there is a fee of £15 for checking the permit.
Please see Terms and Conditions for permit charges.

PLEASE NOTE: This application form is only for direct debit payers and disabled badge holders. If any other payment type is received the application will be rejected and returned.

Direct Debit Payments - The price of the permit may vary depending on the Fuel type, Carbon dioxide (CO2) emissions, Number of cars in the household and/or Length of controls in the parking zone. Please see the terms and conditions for further information.

4 DECLARATIONS

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 _____ PERMIT EAX _____

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 will only be accepted by completing the enclosed direct debit form. If you do not want to pay by direct debit, then please apply for a permit via the Councils website at www.ealing.gov.uk/parking where you will need to create and register an account, then make an application for a permit.

Applications for resident permits will be processed within 10 working days.

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, including the renewal of an existing permit and/or a change of vehicle.
- (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 (the blue badge must be valid for more than three months on receipt of the application) 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.

Permit calculator

Please note: diesel vehicles manufactured during or after 2015 will not be charged the nitrous oxides charge. Therefore, the true cost of a permit for these vehicles when the changes are introduced will be £50 less than that displayed on the permit price calculator.

How your permit price is calculated

The cost of a parking permit will be worked out by identifying the basic permit price, according to the CO2 emissions of the vehicle, and then applying any discounts or surcharges that may apply. CO2 emissions can be found by checking your vehicle logbook. Where CO2 emissions data is not available, we will determine the basic permit price using enginesize.

The table below shows the basic permit prices.

Amount of CO2 emitted (g per km)	Engine Size (cc)	Price
0 - 100	0 - 1100	£50
101 - 140	1101 - 1600	£75
141 - 185	1601 - 1849	£100
186+	1850+	£125

Engine size will only be used to determine the pricing band where CO2 information about a vehicle is not available. The following list shows the discounts and surcharges that could be applied to the basic permit price when working out the actual cost of the permit.

- Nitrous oxides (NOX) charge (applied to diesel vehicles manufactured before 2016): + £50
- Electric vehicle discount: - £30
- Additional vehicle charge (price is multiplied by the number of other vehicles already holding a permit in the household): + £50
- Short controlled parking zone discount (applies to parking zones where restrictions apply fewer than four hours a day):
- £15

All permits are subject to a minimum cost of £20.

If you decide to renew or apply for a permit in person, then the following must be supplied before a Residents Permit is issued:

- (a) A proof of residency dated within the last three months. For residential permit applications we will accept a copy of one of the following; a utility bill, bank/credit card statement, wage slip, or council tax bill dated within the last three months. This document must be the same name and address as the permit.
- (b) A copy of your full V5C from the DVLA showing your name, address and vehicle details. This should also be in the same name and address as the permit.
- (c) 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.
- (d) 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 V5C, a copy of the motor insurance document showing that you are eligible to drive the vehicle, a copy of a proof of residency as outlined above and a covering letter explaining why you require a permit for a vehicle you do not own.
- (e) 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 V5C, 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.
- (f) 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 outlined above. The minimum length of time acceptable for lease agreement is six months.
- (g) 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 V5C 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 bays
- (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.

- (f) It is the applicant's responsibility to ensure they provide their correct vehicle registration number. Any errors with the registration may result in a fee of £10 being chargeable to correct it.
- (g) Parking permits are issued electronically, you can check the expiry date of your parking permit by logging into your online permit account with your user name and password at www.ealing.gov.uk/parking

RENEWAL OF A PARKING PERMIT

Renewal reminders are only sent by email, you must supply us with your email address in order for a reminder to be issued. However, **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 full V5C.

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

- (a) On the change of a vehicle the old permit must be returned to Parking Services. 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 must be returned to Parking Services and a refund will be made for each complete month unexpired, less an administration charge of £15.

LOST, DESTROYED OR SPOILT PERMITS

If a permit is lost, destroyed or spoilt there is an administration fee of £15 for re-issue of the permit.

STOLEN PERMITS

Will be replaced free of charge following written confirmation with a crime reference number from the police.

BANK HOLIDAYS

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

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 who's 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's 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.

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](https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement). This can also be found at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement



Instruction to your Bank or Building Society to pay by Direct Debit

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

Service User Number

6	8	1	1	9	3
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Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

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Name and full postal address of your Bank or Building Society

To: The Manager	Bank/Building Society
Address	
Postcode	
Email:	

FOR EALING COUNCIL OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Instruction to your Bank or Building Society
Please pay London Borough of Ealing Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with London Borough of Ealing and, if so, details will be passed electronically to my Bank/Building Society.

Signature(s)
Date

Banks and Building Societies may not accept Direct Debit Instructions for some types of account



This guarantee should be detached and retained by the payer

The Direct Debit Guarantee

- This guarantee is offered by all Banks and Building Societies that take part in the Direct Debit Scheme. The efficiency and security of the Scheme is monitored and protected by your own Bank and Building Society.
- If the amounts to be paid or the payment dates change the London Borough of Ealing will notify you 10 working days in advance of your account being debited or as otherwise agreed.
- If an error is made by the London Borough of Ealing or your Bank or Building Society, you are guaranteed a full and immediate refund from your branch of the amount paid.
- You can cancel a Direct Debit at any time by writing to your Bank or Building Society. Please also send a copy of your letter to us.

