

Resident's Parking Permit Guidance Notes

Please read these guidance notes before you fill in the Resident Parking Application Form.

Note A – Completing the Application Form

- Please fill in all parts of the Residents Permit Application Form.
- The expiry date of Residents' Permits will be shown on the Permits.

The responsibility for permit renewal rests with the resident

Households: Individual postal addresses are generally regarded as separate households. Legally divided houses or flats, with self-contained kitchens and bathrooms, are defined as separate households. A group of people using shared facilities or a group of people in a bed-sit arrangement is defined as one household.

Note B – Entitlement to a Resident's Permit

You are entitled to a Resident's Parking Permit if:

- Your usual place of residence is within a Parking Management Scheme (PMS). **If you do not regularly live in premises in the Zone you do not qualify for a permit irrespective of your interest in the property.**
- and**
- You either own or keep and have sole use of a vehicle that can be either a passenger vehicle (car), an invalid carriage or a goods vehicle (the overall height of which must not exceed 2.3 metres and the overall length of which must not exceed 5.3 metres). The vehicle must normally be registered to your PMS address. If you have borrowed or share a vehicle you will not normally be entitled to a permit.

Note C – How to Apply for Permits

Vehicles parked in designated parking places not displaying a valid Resident's Permit after the start of parking controls are liable to be issued with a Penalty Charge Notice (PCN). PCNs issued before you receive your permit will not normally be cancelled. The Council has the right to reject any application.

Note D – Proof of Address and Vehicle Ownership

You must include proof of address and vehicle ownership with your application form. If you do not enclose all the relevant documents this will result in a delay in the issue of your permit and **you will be unable to park without restriction in the PMS until your permit is issued.**

The Documents must show your name and the address at which you are applying for a permit

Note E – Cost of Permit

First vehicle Permit	Free of charge
Second Permit	£100.00 per annum
Third Permit	£120.00 per annum
Fourth Permit	£150.00 per annum
Fifth permit and any subsequent permits	£200.00 per annum

Your Permit will be valid for use in the zone you are resident in only and does not guarantee the use or availability of any specific space. One permit will be issued per vehicle, it will carry the registration mark of the vehicle and this permit may only be used with that specific vehicle.

Permits are not refundable.

If a permit is lost or destroyed a replacement fee of £5 will be charged.

Note F – Change of Vehicle

Please telephone the permit desk on 01895 250633 for an explanation of the procedure required if you change your vehicle for any reason. Permits are only valid for the vehicle stated on the permit.

The London Borough of Hillingdon (LBH) is the data controller in regards to any personal data you submit using this form. LBH processes personal data in line with its obligations under data protection legislation. For more information on how LBH will process your personal data please visit www.hillingdon.gov.uk/privacy

- **Permits may only be used at the parking places named on the permit.**
- **Permits showing a registration number may only be used on the vehicle with that number.**
- **The permit must be displayed on the inside of the front windscreen of the vehicle so that all of the particulars on it are visible from the outside of the vehicle.**
- **Vehicles must be parked entirely within the limits of the marked out parking bay.**
- **Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service**
- **Resident Parking Permits will only be issued through the post.**
- **All vehicles using permits must be parked in accordance with the 'Parking places Order' related to the zone indicated on the permit.**
- **Permits shall be returned to the council when the holder ceases to be a resident within the scheme or ceases to be the owner of the relevant vehicle.**
- **Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences carrying a substantial fine.**

Visitor Vouchers Guidance Notes

Entitlement to Visitor Vouchers

You are entitled to Visitor Vouchers if:

- Your usual place of residence is within a Parking Management Scheme (PMS). If you do not regularly live in premises in the Zone you do not qualify for vouchers irrespective of your interest in the property.
- Visitor vouchers can only be used by vehicles, belonging to or being used by a person visiting the resident of the parking management scheme, the overall height of which does not exceed 2.3 metres.

Proof of residency must be provided

How to Apply for Visitor Vouchers

Vehicles parked in designated parking places not displaying a valid voucher or resident permit after the start of parking controls are liable to be issued with a Penalty Charge Notice (PCN). PCNs issued will not normally be cancelled.

Proof of Address

You must include proof of address with your application form. If you do not enclose the relevant document, this will result in a delay in the issue of your vouchers.

The document must show your name and the address at which you are applying for vouchers

New residents applying for their free vouchers must supply proof of when they moved into the property.

Cost of Vouchers

- Each 10 vouchers cost £10.00
- Each voucher will permit parking for one whole day
- The Council has the right to reject any application

Please Note You may only purchase a maximum of 60 vouchers at any one time. Maximum order is specific to zone.

The free allocation of Visitor Vouchers will be issued with each free Resident Permit.

For residents who do not require a Residents Permit the free Visitor Vouchers will still be available on request annually, by contacting us by e-mail or by post.

Your Visitor Vouchers will be valid for use in the zone you are resident in only and does not guarantee the use or availability of any specific space.

Additional vouchers may be purchased by credit/debit card from your allocated Library, two forms of identification will be required. Please check the Library website before visiting the Library.

Visitor Vouchers are only valid in Resident Permit Holder bays. Vouchers are invalid if the Vehicle Registration number is altered or if more than one day/date/month are scratched out.

Terms and Conditions of use are printed on each voucher.

Do not display more than one voucher at any given time.