



HILLINGDON
LONDON

Local Car Park Permit for Non Resident Guidance Notes

The purpose of this Permit is to enable a vehicle belonging to a non resident of the London Borough of Hillingdon to park in a specified, off-street, car park (Uxbridge Town Centre multi-storey car parks are not included).

The permit will be valid for 'all day' parking and multiple visits, in the car park specified.

Note A – Completing the Application Form

- ❖ Please fill in Parts 1 to 5 of the Permit Application Form.
- ❖ The expiry date will be shown on the Permit. **Responsibility for renewal rests with the applicant.**

Note B – Entitlement to a Non Resident Permit

You are entitled to a Permit if you either own or keep and have sole use of a vehicle. This vehicle may be:

- ❖ A passenger vehicle (car)
- ❖ An invalid carriage
- ❖ A goods vehicle

In all the above cases the overall dimensions must not exceed 1.9 metres in height and 5.3 metres in length.

The vehicle must normally be registered to your address.

If you have borrowed or share a vehicle you will not normally be entitled to a permit.

The Council has the right to reject any application.

Permits can be issued in quarterly periods, up to a maximum of twelve months.

Note C – How to apply for Permits

Only postal applications will be accepted and should be submitted on the form provided.

Please allow up to 14 days for your application to be processed.

Please post the completed form to: London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex UB8 1UW

All permits will be sent to you together with your relevant documents. Vehicles parked in surface car parks not displaying a valid ticket or permit are liable to be issued with a Penalty Charge Notice (PCN). PCNs issued before you receive your permit will not normally be cancelled.

Note D – Proof of Vehicle Ownership

You must include proof of vehicle ownership with your application form. If you do not enclose all the relevant documents your application will be returned to you indicating the missing document(s). This will result in a delay with the issue of your permit.

If you are the vehicle owner or hirer, the Registration Document or Hiring Agreement must show your name and the address at which you are applying for a permit. If it does not, please enclose a letter of explanation.

Original documents will be returned to you with your permit but the Council is unable to accept responsibility for any documents sent through the post. Photocopies of documents are normally acceptable.

- ❖ You are advised to use recorded delivery if sending original documents.
- ❖ The Council reserves the right to request to view original documents.

Note E – Cost of Permit

The cost of the permit is £105.00 for each quarter issued. 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 will be issued for quarterly periods.

Cheques should be crossed and made payable to ‘**London Borough of Hillingdon**’.

Note F - Permit Use

The permit may only be used in the nominated car park and does not guarantee a space or the availability of any specific space.

Note G - Permit Renewal

The onus is on the applicant to apply for renewal at least fourteen days before expiry of the permit. The Council will not send out renewal notices.

Subject to the Council being satisfied that issue of the permit is still valid, renewals may be dealt with by post or over the telephone. Credit Card payments would be accepted in these circumstances. Office hours are 9.00am to 4.00pm.

Note H - Refunds

Refunds for permits will be given according to any unexpired full months but will be subject to a £20.00 administration charge.

If you have any enquiries on any of the above please contact Parking Services on 01895-250633

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



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Application for a Local Car Park Permit (Non-Resident)

Please read the Guidance Notes before completing this form

Only one application per person

Please complete Parts 1 to 5 of this form, in block letters and in ink.

Part 1 – Your Particulars

Mr/Mrs/Ms/Other.....
Surname..... Forename.....
Address.....
..... Post Code.....
Daytime Telephone No.....

Part 2 – Particulars of Your Vehicle

Registration No.....
Make and Model.....
Are you the registered keeper (Yes/No).....
If No, please give the name and address of the registered keeper
.....
Is the vehicle kept and used by you? (Yes/No).....

Part 3 – Documents to be Included

The Council reserves the right to view original documents
(Please tick the box to show the document you have included)

Proof of Vehicle Ownership or Use:

Please include **one** of the following:

- The vehicle registration document showing your name and address.
- A letter on business headed paper from your employer stating that you have full time use of their company vehicle and a copy of the vehicle registration document where possible.
- A copy of the vehicle lease/hire agreement showing the applicant's name and address.
- A garage bill of sale/invoice if you have recently purchased the vehicle.

Part 4 – Charges and Applicable Car Parks

Permits will be issued in quarterly periods at a cost of £105.00

Please tick which car park you are applying for:

Blyth Road, Hayes		Brandville Road, West Drayton	
Community Close, Ickenham		Linden Avenue, Ruislip	
Fairfield Road, Yiewsley		Pembroke Gardens, Ruislip	
Long Drive, Ruislip		Pump Lane, Hayes	
Long Lane, Hillingdon		Devon Parade, Eastcote	
St Martins Approach, Ruislip		Devonshire Lodge, Eastcote	
Civic Hall, Hayes		Green Lane, Northwood	
Hayes Pool, Hayes		North View, Eastcote	
Kings End South (long term)			

