



Controlled Parking Zone – Resident Carer Permit Application CPZ Specific

Important: Please read **Part 5: Residents Carer Permit Application Notes** on the reverse side before completing this form

Part 1: Personal Details

Mr/Mrs/Ms/Miss or other title.....

Surname.....

First Name(s).....

Address.....

.....

Post Code.....

Email

Tel..... (Please provide a telephone number to enable us to send a text reminder to renew your permit)

Part 2: Doctors Statement

Resident Carer Permits are only available to those residents that have the requirement of regular visits by non-resident 'carers' in order to maintain an independent lifestyle and remain resident at their home address. Please verify that to the best of your knowledge the applicant meets these criteria. Please include a copy of the surgery stamp.

Signature..... Date.....

Name

Surgery Address.....

.....

Part 3: Enclosures – I enclose with this application: tick appropriate box

As proof of residency, a photocopy of any **two** of the following showing your name and address as provided in part 1:

- Tenancy Agreement
- Council Tax Registration (see note 3)
- Utility Bill (Gas / Water/ Electricity/ Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry (see note 3)

Payment of £120.00

- Cheque made payable to: **The London Borough of Hounslow**
- Credit/debit card (see note 6)

****Please ensure you send copies of your documents and not the originals with your application. Any documentation sent with your application is non-returnable. We cannot be held responsible for loss of original documents that are sent to us in error.***

Part 4: Declaration

- The address shown in Part 1 is my usual place of residence.
- All the information I have given in this application is correct.
- I shall immediately surrender the Permit to the Council in the event of any of the following circumstances occurring:
 - I cease to reside in the parking area for which the Permit has been issued.
 - I cease to require the care for which this permit was issued to facilitate.
 - The Council withdraws the Permit or it ceases to be valid for any other reason.

Carer Information	Are the carers from?
How many care visits per week do you receive	<input type="checkbox"/> Social Services
	<input type="checkbox"/> Family & Friends
	Other (please specify).....

It is an offence for a person knowingly to make a false statement for the purpose of obtaining a Parking Permit. The Council will not hesitate to withdraw the permit and prosecute. Conviction may result in substantial penalties.

Signed.....Date.....

Data Protection
 The London Borough of Hounslow will use any data collected through the administration of its Controlled Parking Zones including permit applications for the enforcement of parking and traffic offences and other associated purposes including prevention of fraud and detection of crime. This data may be disclosed to the Association of London Government and other enforcement agencies. All processing of this data will



Part 5: Resident Carer Permit CPZ Specific Application Notes

1. A Resident Carer Permit CPZ Specific cost £120.00 and is valid for 12 months. 50% discount applies for Renewals for 2011 only.
2. Part 2 must be completed by your GP. Verification checks will be carried out.
3. Please complete all sections of this form in black ink and ensure that all the relevant documentation is enclosed. If you tick Council Tax Registration or Electoral Register Entry as a proof of residency we will check our records to confirm the details and therefore you will not be required to supply these documents.
4. **The permit can only be used by a care giver, and is not for use by any other third party individuals.**
5. If the application form is incorrectly completed, or not all relevant documentation is attached, your application may be delayed.
6. If you wish to pay for the permit using a credit or debit card, please tick the relevant box on the application form. If your application is accepted, a member of the Permit Team will contact you by telephone to process the payment.
7. Residents aged 17 and over are eligible to apply.
8. Resident Carer permits are CPZ specific and allow the holder to park within Resident and Shared Use Bays (where resident permits are acceptable) of their Controlled Parking Zone. They are not valid on any other type of restriction.
9. The issue of a permit does not guarantee a parking space.
10. Please refer to permit for additional Terms & Conditions and instructions on its use.
11. A £15 administration charge is applied to any change of permit or re-issue (please enclose old permit.)
12. If the permit is surrendered you will qualify for a refund if 3 months or more is left to the expiry date.

Please return your completed application to:

Email: parkingpermits@hounslow.gov.uk

Post:

Permit Team
Parking Services
Civic Centre
Lampton Road
Hounslow
TW3 4DN

Information regarding permits can be found on our website:

www.hounslow.gov.uk

For any other enquiries please email:

parkingpermits@hounslow.gov.uk