



Controlled Parking Zone – Doctors Permit Application

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

<p>Part 1: Medical Practice Details</p> <p>Name</p> <p>Address.....</p> <p>Post Code.....</p> <p>Email</p> <p>Tel.....</p> <p>Contact.....</p>	<p>Part 2: Particulars of vehicle</p> <p>Registration No.....</p> <p>Make & Model.....</p> <p>Does the overall height exceed 2.27 metres (7'6') Yes/No</p> <p>Does the Length exceed 5.25 metres (17'3")? Yes/No</p> <p>Hired/Leased vehicles only: Name & Address of registered keeper</p>
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Part 3: Enclosures – I enclose with this application: Tick appropriate box

<p>As proof of Medical Practice Status, a photocopy of any two of the following showing your name and address as provided in part 1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> NNDR Bill <input type="checkbox"/> Utility bill to Practice (Gas/Water/Electric) <input type="checkbox"/> Medical Practice Lease Agreement <input type="checkbox"/> NHS Contract 	<p>As proof of vehicle ownership, A photocopy of any two of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> The Vehicle Registration document <input type="checkbox"/> The Hiring/Leasing Agreement <input type="checkbox"/> Insurance Certificate (showing name, address and proof of vehicle business use) 	<p>Payment (per permit)</p> <ul style="list-style-type: none"> <input type="checkbox"/> £300.00 (12 months) <input type="checkbox"/> Cheque (company cheque only) made payable to: London Borough of Hounslow <input type="checkbox"/> Credit/debit card (See note 5)
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****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 the usual place of employment for the vehicle user (if the vehicle is privately registered)
- All the information I have given in this application is correct.
- The permit shall be immediately surrendered to the Council in the event of any of the following circumstances occurring:
 - The applicant ceases to practise at the address given in Part 1
 - The vehicle is sold /disposed of by either the organisation or keeper
 - The Council withdraws the Permit or it ceases to be valid for any other reason.

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.....

Print name..... Position in Organisation.....



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: Doctors Permit Application Notes

1. **Any person who has outstanding Penalty Charge Notices (PCN's) with the London Borough of Hounslow will not qualify for a permit, until such time as the (PCN's) are paid in full (excludes cases that are at appeal with the Parking & Traffic Appeal Services (PATAS).**
2. Doctors Permits cost £300.00 each and are valid for 12 months.
3. Applications can only be made via the post and must be made by the Medical Practice or Health Authority.
4. Please complete all sections of this form in black ink and ensure that all the relevant documentation is enclosed.
5. 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.
6. If the form is incorrectly completed, or not all relevant documentation is attached, your application may be delayed.
 - Doctors Permits are valid for use in
 - Resident Bays
 - Shared Use Bays (where resident permits are acceptable)
 - Pay & Display areas
 - Off Street Public Car Parks (operated by LBH)
 - Doctors permits are not valid for
 - Outside the normal working hours of the holder, except in the course of official duty
 - For leisure activities, including shopping, at any time
 - Non-operational matters such as training
 - Parking Meters
 - Private parking areas not enforced by the London Borough of Hounslow
7. The issue of a permit does not guarantee a parking space
8. If the permit is surrendered you will qualify for a refund if 3 months or more is left to the expiry date.
9. A £15 administration charge is applied to any charge of permit or re-issue (please enclose old permit).

Please return your completed application to:

Post:

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

Email:

parkingpermits@hounslow.gov.uk

Information regarding permits can be found on our website:

www.hounslow.gov.uk

For any other enquiries please email:

parkingpermits@hounslow.gov.uk