



**Controlled Parking Zone – Long Term Resident Visitor Permit Application**

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

<p><b>Part 1: Residents Personal Details</b></p> <p>Mr/Mrs/Ms/Miss or other title.....</p> <p>Surname.....</p> <p>First Name(s).....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Post Code.....</p> <p>Tel: (Home).....</p> <p>(Mobile).....</p>	<p><b>Part 2: Particulars of vehicle</b></p> <p>Registration No.....</p> <p>Make &amp; 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>Name &amp; Address of registered keeper:</p> <p>.....</p> <p>.....</p> <p>Start date of permit:.....</p>
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**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 4)
- Utility Bill (Gas / Water/ Electricity/ Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry (see note 4)
- Photo Driving Licence

**Payment of £32.50**

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

*\*Note: please produce copies of your documents and not the originals.*

**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.
  - 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.....

## Part 5: Long Term Resident Visitor Permit Application Notes

1. Long Term Resident Visitor Permits cost £32.50 each (price valid for applications received prior to 31<sup>st</sup> March 2010) and are valid for one month only.
2. A maximum of 3 Long Term Resident Visitor Permit will be issued to a household in any 12-month period.
3. Please take photocopies of this form and submit one copy for each permit required.
4. 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. **Postal applications only.**
5. Please complete all sections of this form in black ink and ensure that all relevant documentation is enclosed.
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. If the form is incorrect or partially completed or all-relevant documentation is not attached, your application will be returned and the issue of your permit may be delayed.
8. Residents aged 17 and over are eligible to apply.
9. The permit will only relate to the vehicle whose registration number is shown on the permit and is not transferable.
10. Long Term Resident Visitor Permits allow the holder to park within the Resident Bays and Shared Use Bays (where resident permits are acceptable) of their Controlled Parking Zone. They are not valid on any other type of restriction.
11. The issue of a permit does not guarantee a parking space.
12. As part of an ongoing audit process additional requests to provide documentation may be made after the issue of a permit to ensure applicant details are still valid.
13. A £10 administration charge is applied to any change of permit or re-issue (please enclose old permit.)

### Please return your completed application to:

<p><b>Email:</b> parkingpermits@hounslow.gov.uk  <b>Post:</b>          Permit Team          Parking Services          Civic Centre          Lampton Road          Hounslow          TW3 4DN  <b>Fax:</b>          020 8583 4889</p>	<p>Alternatively you may obtain a residents permit <b>in person</b> at:</p> <p><b>Cash Office,</b> Ground Floor, Civic Centre.</p> <p><b>Opening hours:</b>          Monday – Friday          9.00am – 11.30am</p>	<p><b>Information regarding permits can be found on our website:</b>  <a href="http://www.hounslow.gov.uk">www.hounslow.gov.uk</a></p> <p><b>For any other enquiries please email:</b>  <a href="mailto:parkingpermits@hounslow.gov.uk">parkingpermits@hounslow.gov.uk</a></p>
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