



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

Part 1: Residents Personal Details

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

Surname.....

First Name(s).....

Address.....

.....

.....

Post Code.....

Email

Tel: (Home).....

(Mobile).....

Part 2: Particulars of vehicle

Registration No.....

Make & Model.....

Does the overall height exceed 2.27 metres (7'6") Yes/No

Does the Length exceed 5.25 metres (17'3")? Yes/No

Name & Address of registered keeper:

.....

.....

Start date of permit:.....

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
- Credit/debit card (see note 5)

***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.
 - 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. **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. A Long Term Resident Visitor Permit costs £32.50 and is valid for one month only.
3. A maximum of 3 Long Term Resident Visitor Permit will be issued to per household.
4. Please complete all sections of this form in black ink and ensure that all 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.
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 all-relevant documentation is not attached, your application be may be delayed.
7. Residents aged 17 and over are eligible to apply.
8. The permit will only relate to the vehicle whose registration number is shown on the permit and is not transferable.
9. Long Term Resident Visitor Permit allow the holder to park within the 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.
10. The issue of a permit does not guarantee a parking space.
11. Long Term Resident Visitor Permits are non-refundable.

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