



# London Borough of Hounslow

## 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: (day).....</p> <p>(eve).....</p>	<p><b>Part 2: Particulars of vehicle</b></p> <p>Registration No :.....</p> <p>Make &amp; Type.....</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>Who is the registered owner? Name &amp; Address</p> <p>.....</p> <p>.....</p> <p>Date of Commencement:</p> <p>.....</p>
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**Part 3: Enclosures – I enclose with this application: Tick appropriate box**  
**A permit will only be issued upon presentation of full supporting evidence**

**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
- Utility Bill (Gas / Water/ Electricity/ Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry
- Photo Driving Licence

**Payment of £32.50**

- Payment by Cheque
- or
- Postal Order made payable to "The London Borough of Hounslow"

**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 2009) 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. Please complete all sections of this form in black ink and ensure that all relevant documentation is enclosed.
5. 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.
6. Residents aged 17 and over are eligible to apply.
7. The permit will only relate to the vehicle whose registration number is shown on the permit and is not transferable. .
8. 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.
9. The issue of a permit does not guarantee a parking space.
10. 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.

**Please return your completed application to:**

<b>Parking Services</b> Civic Centre Lampton Road Hounslow TW3 4DN	Alternatively you may obtain a resident permit <b>in person</b> at the <b>Cash Office</b> , Ground Floor, Civic Centre. Monday – Friday 9.00am – 4.30pm	<b>For Permit Enquiries:</b>  Please contact <b>Parking Services</b> on: 020-8583 6666
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