



### Controlled Parking Zone – Resident Carer Permit Application

**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.....

Tel: (Home).....  
(Mobile).....

**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.

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 4)
- Utility Bill (Gas / Water/ Electricity/ Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry (see note 4)

**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)

### 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.

<b>Carer Information</b>	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 Application Notes

1. Resident Carer Permits cost £32.50 each (price valid for applications received prior to 31<sup>st</sup> March 2010) and are valid for 12 months.
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.
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. **Please note this is for postal applications only.**
5. If the application form is incorrect or partially completed, or not all relevant documentation is attached, your application will be returned and the issue of your permit 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 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 Short Term Resident Visitor Permit to ensure applicant details are still valid.
11. Please refer to permit for additional Terms & Conditions and instructions on its use.
12. A £10 administration charge is applied to any change of permit or re-issue (please enclose old permit.)

### Please return your completed application to:

**Email:** [parkingpermits@hounslow.gov.uk](mailto:parkingpermits@hounslow.gov.uk)

**Post:**

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

**Fax:**

020 8583 4889

**Information regarding permits can be found on our website:**

[www.hounslow.gov.uk](http://www.hounslow.gov.uk)

**For any other enquiries please email:**

[parkingpermits@hounslow.gov.uk](mailto:parkingpermits@hounslow.gov.uk)

