

Controlled Parking Zone –Short Term Resident Visitor Permit Application

Important: Please read **Part 5: Short Term Resident Visitor 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: (day).....

(eve).....

Part 2 : Permit Details

I require Short Term Resident Visitor

Permits @ £15.00 each (Excluding Zone R)

Please Note:

Short Term Resident Visitor Booklets are limited to a maximum of 10 per household in any 12-month period.

Part 3: Enclosures – I enclose with this application: Tick appropriate box

As proof of residency: a photocopy of any **two** of the following:

- Tenancy Agreement
- Council Tax Registration
- Utility Bill (Gas/Water/Electric/Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry
- Photo Driving Licence
- Valid Permit (minimum of 2 months to expiry date)

NB: This proof is only valid for postal applications

Payment

- 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, i.e. I reside at this address for four or more nights per week for more than twenty-seven weeks of the year.
- 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.....

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. This data may be disclosed to the Association of London Government and other enforcement agencies. All processing of this data will be in accordance with the Data Protection Act.

Part 5: Short Term Resident Visitors Permit Application Notes

1. Short Term Resident Visitor Permits cost £15.00 each (price valid for applications received prior to 31st March 2008).
2. Short Term Resident Visitor Permits are limited to a maximum of 10 per household in any
3. 12-month period.
4. Please complete all sections of this form in black ink and ensure that all the relevant documentation is enclosed.
5. If the 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. Residents aged 17 and over are eligible to apply.
7. Short 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.
8. The issue of a permit does not guarantee a parking space.
9. 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.
10. Please refer to permit for additional Terms & Conditions and Instructions on use.

Please return your completed application to:

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