



### Controlled Parking Zone –Short Term Resident Visitors 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: (Home).....  
 (Mobile).....

**Part 2: Permit Details**

I require  Short Term Resident Visitor Permit (s) @ £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 (see note 4)
- Utility Bill (Gas/Water/Electric/Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry (see note 4)
- Photo Driving Licence
- Valid Permit (minimum of 2 months to expiry date) [NB: Postal issue only]

- 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, 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 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: Short Term Resident Visitors Permit Application Notes**

1. Short Term Resident Visitor Permits are non-refundable.
2. Short Term Resident Visitor Permits are limited to a maximum of 10 per household in any 12-month period.
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. **Postal applications only.**
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. 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. 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.
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 use.

**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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