



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.....

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Post Code.....

Email

Tel: (Home).....

(Mobile).....

Part 2: Permit Details

I require Short Term Resident Visitor

Permit (s) @ £20.00 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.

Short Term Resident Visitor Booklets for **Zone R** are limited to a maximum of 2 per household in any 12-month period. **(Each line is valid for one whole days parking during event days)**

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 Resident Permit (minimum of 2 months to expiry date) [NB: Postal issue only]

- Cheque made payable to: **The London Borough of Hounslow**
- Credit/debit card (see note 6)

****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, 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.....

<p>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</p>
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Part 5: Short Term Resident Visitors 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. Short Term Resident Visitor Permits are non-refundable.
3. Short Term Resident Visitor Permits are limited to a maximum of 10 per household in any 12-month period. **(Rugby Zone residents are limited to a maximum of 2 per household, with each line covering one whole days parking during event days.)**
4. Please complete all sections of this form in black ink and ensure that all the 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 the form is incorrect or partially completed or not all relevant documentation is attached, your application 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 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.

Please return your completed application to:

<p>Email: parkingpermits@hounslow.gov.uk Post: Permit Team Parking Services Civic Centre Lampton Road Hounslow TW3 4DN</p>	<p>Information regarding permits can be found on our website: www.hounslow.gov.uk For any other enquiries please email: parkingpermits@hounslow.gov.uk</p>
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