



Controlled Parking Zone – Temporary Residents Permit Application

Important: Please read **Part 5: Temporary Residents Permit Application Notes** on the reverse side before completing this form.

Part 1: Residents Personal Details

Mr/Mrs/Ms/Miss or other title.....

Surname.....

First Name(s).....

Address.....

.....

.....

Post Code.....

Email

Tel: (Home).....

(Mob).....

Part 2: Particulars of your vehicle

Registration No:

Make & Model.....

Does the overall height exceed 2.27 metres (7'6") Yes/No

Does the Length exceed 5.25 metres (17'3")? Yes/No

Name & Address of registered owner:

.....

.....

Start date of permit:.....

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

As proof of residency, a photocopy of any **one** of the following showing your name and address as provided in part 1:

- Tenancy Agreement
- Council Tax Registration (see note 7)
- Utility Bill (Gas/Water/Electric/Telephone [Landline only]) issued within previous 3 months
- Electoral Register Entry (see note 7)
- Photo Driving Licence

Payment of £32.50

- 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.
- 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 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: Temporary Residents 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. Temporary Resident Permits cost £32.50 each and are valid for **one month only**. This is to allow applicants/residents who cannot provide all the required documents for a full year's permit time to park legally within the CPZ until they can provide the required documentation.
3. A maximum of 3 Temporary Residents Permit will be issued per household.
4. A completed application form will be required for every permit requested.
5. Please complete all sections of this form in black ink and ensure that all relevant documentation is enclosed.
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. If the form is incorrectly completed or all relevant documentation is not attached, your application may be delayed. 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.
8. Residents aged 17 and over are eligible to apply.
9. Temporary Residents Permit allow the holder to park in Residents and Share Use Bays (where residents permits are acceptable) of the specified Controlled Parking Zone. They are not valid on any other type of restrictions.
10. The issue of a permit does not guarantee a parking space.
11. 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.
12. Temporary Residents Visitor Permits are non-refundable.

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</p> <p>For any other enquiries please email: parkingpermits@hounslow.gov.uk</p>
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