

Controlled Parking Zone - Resident Permit Application

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

<p>Part 1: Personal Details</p> <p>Mr/Mrs/Ms/Miss or other title.....</p> <p>Surname.....</p> <p>First Name(s).....</p> <p>Address.....</p> <p>.....</p> <p>.....</p> <p>Post Code.....</p> <p>Tel: (Day).....</p> <p>(Eve).....</p>	<p>Part 2: Particulars of your vehicle</p> <p>Registration No :.....</p> <p>Make & Type.....</p> <p>Does the overall height exceed 2.27 metres (7'6') Yes/No</p> <p>Does the Length exceed 5.25 metres (17'3")? Yes/No</p> <p>Are you the registered owner? Yes/No</p> <p>If no, who is the registered owner? Name & Address</p> <p>.....</p> <p>.....</p> <p>Is the vehicle kept and used by you? Yes/No</p>
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Part 3: Enclosures – I enclose with this application: Tick appropriate box

A permit will only be issued upon presentation of full supporting evidence

<p>As proof of residency, a photocopy of any two of the following showing your name and address as provided in part 1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Tenancy Agreement <input type="checkbox"/> Council Tax Registration <input type="checkbox"/> Utility Bill (Gas/Water/Electric/Telephone [Landline only]) issued within previous 3 months <input type="checkbox"/> Electoral Register Entry <input type="checkbox"/> Photo Driving Licence 	<p>As proof of vehicle ownership, a photocopy of any two of the following showing your name and address as provided in part 1:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Vehicle registration document (full) <input type="checkbox"/> Hiring/Leasing Agreement <input type="checkbox"/> Letter from Employer (company car) <input type="checkbox"/> Insurance Certificate <input type="checkbox"/> V11 Car tax renewal 	<p>Payment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Payment by Cheque or <input type="checkbox"/> Postal Order made payable to: "The London Borough of Hounslow"
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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.
 - I have sold/disposed of the vehicle shown on the Permit.
 - 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.....

<p>Data Protection</p> <p>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.</p>

Part 5: Residents Permit Application Notes

1. If you are unable to provide the evidence of residence and vehicle ownership requested in part 3 (**Do not present this application to the cash office. The authority will be unable to issue the permit in the absence of evidence. Please contact Parking services for advice**). This permit however will only be renewed with full evidence.
2. Please complete all sections of this form in black ink and ensure that relevant documentation is enclosed.
3. If the form is incorrect or partially completed or all-relevant documentation is not attached, your application will be returned and the issue of your permit will be delayed.
4. Residents aged 17 and over are eligible to apply.
5. The permit will only relate to the vehicle whose registration number is shown on the permit and is not transferable.
6. Childminders and nannies do not qualify as residents and cannot apply for this permit. They need to obtain a Business Permit.
7. Resident 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. Resident permits are valid for one year. **There are new two year permits available upon application.**
10. In the event that the Permit is surrendered to the authority for administration amendments (change of vehicle/ no longer required/ charge of address) there will be an administration charge of £10.00.
11. If the permit is surrendered any refund is allocated to **full** months remaining.
12. 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.

Permit Prices (valid for applications received prior to 31st March 2009):

Resident Permit Prices	ALL OTHER ZONES Two year prices in BOLD	GUNNERSBURY / STILE HALL	TWICKENHAM (Zone R)
Resident 1 st Vehicle	£60/ £115	£40/ £75	Free
Resident 2 nd Vehicle	£80/ £155	£55/ £115	Free
Resident 3 rd + Vehicles	£130/ £255	£80/ £155	Free

Please return your completed application to:

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