



Controlled Parking Zone R - 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>Email address:.....</p> <p>Tel: (Please provide a Tel/Email address to enable us to send a text reminder to renew your permit)</p>	<p>Part 2: Particulars of your vehicle</p> <p>Registration No:</p> <p>Make & Model.....</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>Hired/Leased vehicles only:</p> <p>Name & Address of registered owner</p> <p>.....</p> <p>.....</p> <p>.....</p>
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Part 3: Enclosures – I enclose with this application: Tick appropriate box

<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 (see note 2) <input type="checkbox"/> Utility Bill (Gas/Water/Electric/Telephone [Landline <u>only</u>]) issued within previous 3 months <input type="checkbox"/> Electoral Register Entry (see note 2) <input type="checkbox"/> Photo Driving Licence 	<p>As proof of vehicle ownership, a photocopy of your Insurance Certificate (which must show your name and address) as provided in part 1 must be sent along with any one 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"/> V11 Car tax renewal
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****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.
 - 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.....

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: Resident 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)).**
- Please complete all sections of this form in black ink and ensure that relevant documentation is enclosed. If the form is incorrectly completed or all-relevant documentation is not attached, your permit 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. **(There is no charge for residents who reside within the Zone R Controlled parking zone)**
- For residents who are applying for a renewal of permit, you are only required to provide a completed application form along with a copy of your valid insurance document which must show your name and address. Renewals will be issued for up to a period of 4 years, after which new proofs will be required to cover for the next 4 years.**
- Residents aged 17 and over are eligible to apply
- The permit will only relate to the vehicle whose registration number is shown on the permit and is not transferable.
- Childminders and nannies do not qualify as residents and cannot apply for this permit.
- Resident 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.
- The issue of a permit does not guarantee a parking space.
- Resident permits are valid for 12 months.

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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