



Residents' Parking Permit – Terms and Conditions

Declaration

By clicking the box at the bottom of this page, you are agreeing to the following statements:

- The address supplied is my usual place of residence i.e. I reside at this address for four or more nights per week for more than 27 weeks of the year
- 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
- The Council can use the data I provide to exempt the vehicle from other traffic management schemes relevant to this address, such as School Streets or access restrictions
- All the information I have given in this application is correct. I understand it is an offence to knowingly make a false statement for the purpose of obtaining a permit, and that the Council may withdraw the permit if any of the details supplied are false.

Eligibility

We reserve the right to request additional evidence to support an application, or to withdraw a permit if the relevant proof is not supplied.

Any person who has one or more outstanding Penalty Charge Notices (PCNs) with the London Borough of Hounslow will not qualify for a permit, until such time as the PCNs are paid in full. This excludes cases that are at appeal with the Independent Adjudicator.

Proof of residency

As proof of residency you will be required to upload two of the following, showing your name and address:

- confirmation of Council Tax registration *
- confirmation of entry on the Electoral Register *
- utility bill (gas/water/electric/landline telephone - issued within the last 3 months)
- photo driving licence
- tenancy agreement

* For Council Tax and Electoral Register you can either:

- upload a copy of your current Council Tax Bill or a recent Poll Card
- upload a letter authorising us to check the Council's Council Tax and/or Electoral Register on your behalf. [Examples available on the Parking permits webpage.](#)

Proof of vehicle ownership

As proof of vehicle ownership you will be required to upload one of the following:

- vehicle registration document (full)
- V11 car tax renewal
- hire/lease/Motability agreement
- letter from employer (company car)

Vehicle details

Dimensions

The overall height must not exceed 2.27 metres and/or the length exceeds 5.25 metres

Emission categories

- Petrol low emission = petrol powered vehicles registered 1 March 2001 – 31 March 2017 and in Bands A or B i.e. CO2 emissions =< 110g/kms OR if registered 1 April 2017 onwards and are in Tiers 1 or 2 i.e. CO2 emissions =< 50g/kms
- Diesel low emission = diesel powered vehicles registered 1 March 2001 – 31 March 2017 and in Bands A or B i.e. CO2 emissions =< 110g/kms OR if registered 1 April 2017 onwards and are in Tiers 1 or 2 i.e. CO2 emissions =< 50g/kms
- Petrol = all petrol vehicles not covered by the low emissions definition above
- Diesel = all diesel vehicles not covered by the low emissions definition above
- Electric = vehicles solely powered by batteries charged by mains electric

Use of a parking permit

- Residents' Parking Permits allow the holder to park in Resident and Shared Use Bays (where Residents' Parking Permits are acceptable) within the Controlled Parking Zone shown on the permit. They are not valid on any other type of restriction
- The permit is only valid for the vehicle registration number shown on the permit
- The issue of a permit does not guarantee a parking space.

Managing your permit

- When a permit is due for renewal the holder will be sent a renewal reminder. When renewing please allow at least ten days for processing
- If the permit is surrendered you will qualify for a pro-rata refund. This is subject to a £21 administration fee
- If you no longer reside at the address for which the permit is issued and no refund is applied for, we reserve the right to cancel the permit if another individual provides proof of occupancy for the same address
- We will use the email address you have supplied in your application to contact you regarding your permit

Data protection statement

Your data will be managed in accordance with the General Data Protection Regulations (GDPR). Details of this can be found in the [Parking Services Privacy Notice website page](#).