



Controlled Parking Zone – Visitors Permit Application

Important: Please read the instructions on the reverse before completing this form.

Part 1: Personal Details

Title (Mr/Mrs/Ms/Miss).....
Surname.....
First Name(s).....
Address.....
.....
Postcode.....
Tel/Mobile.....
Email

Part 2: Permit Details

I require <input type="checkbox"/> Visitor Booklet
Please Note: Visitor Booklets are limited to a maximum of 10 per household in any 12 month period.
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 day’s parking during event days).

Part 3: Permit Evidence – I enclose with this application (tick appropriate boxes)

<p>Proof of Residency</p> <p>If you currently have a valid Permit (minimum of 3 months to expiry date) please provide the Permit number:</p> <p>.....</p> <p>Otherwise complete below: 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 3) <input type="checkbox"/> Utility Bill (one only)(Gas/Water/Electric/Telephone [Landline only]) issued within the last 3 months <input type="checkbox"/> Electoral Register Entry (see note 3) <input type="checkbox"/> Photo Driving License 	<p>Payment</p> <ul style="list-style-type: none"> <input type="checkbox"/> Credit/debit card (see note 6) <input type="checkbox"/> Cheque made payable to: The London Borough of Hounslow
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Please send copies of your documents and not the originals. Any documents sent with your application are non-returnable. We cannot be held responsible for loss of original documents that are sent to us.

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.

Signed.....Date.....

Print Name.....

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 be in accordance with the Data Protection Act.

Part 5: Visitors Permit Application Notes

1. Any person who has 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 Parking & Traffic Appeal Services (PATAS).
2. Visitor Permits are non-refundable.
3. 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.
4. If the form is incorrectly completed or not all relevant documentation is attached, your application may be delayed. Please note incomplete applications will be destroyed after 6 months.
5. The Permit will only relate to the vehicle registration number shown on the Permit and is not transferable.
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, you will be contacted the by the council to process the payment.
7. 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.
8. The issue of a Permit does not guarantee a parking space.

Visitors Permit Prices

Each Permit
£23.63 (excludes zone R)

Please enclose old permit

Contact Us

Post: London Borough of Hounslow (Parking Permits) Unit 20 Whitby Avenue Park Royal London NW10 7SF	Information regarding Permits can be found on our website: http://www.hounslow.gov.uk/parking_permits.htm For any other enquiries please email: hounslow.permits@serco.com
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