



**London Borough
of Hounslow**

Terms and conditions and data protection statement

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Residents' parking permits

1. 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.
2. A 50% discount is offered for the first vehicle where they meet the government road tax band A and B low emissions.
3. If the overall height exceeds 2.27 metres and/or the length exceeds 5.25 metres you will not be eligible for a permit.
4. 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 has already expired then a new application will need to be completed.
5. The permit is only valid for the vehicle registration number shown on the permit.
6. 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.
7. The issue of a permit does not guarantee a parking space.
8. Residents' parking permits are valid for one year.
9. If the permit is surrendered you will qualify for a pro-rata refund if three months or more are left to the expiry date. This is subject to a £20 administration fee.
10. 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.
11. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

Data protection statement

The London Borough of Hounslow may use the data collected through the issuing and administration of permits and visitor vouchers for the purpose of enforcement of parking and traffic contraventions and traffic management administration.

The data will be used by the London Borough of Hounslow, its agents and London local authorities and may be disclosed to other law enforcement agencies for those purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.

Zone R residents' parking permits

1. 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.
2. If the overall height exceeds 2.27 metres and/or the length exceeds 5.25 metres you will not be eligible for a permit.
3. These permits do not require renewing and are valid for the period the resident lives at the property.
4. The permit is only valid for the vehicle registration number shown on it.
5. The permit allows the holder to park in zone R Resident and Shared Use Bays (where Residents' Parking Permits are acceptable). They are not valid on any other type of restriction.
6. The issue of a permit does not guarantee a parking space.
7. If you no longer reside at the address for which the permit is issued, we reserve the right to cancel the permit if another individual provides proof of occupancy for the same address.
8. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

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Temporary parking permits

1. 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.
2. Temporary Permits are valid for one month only
3. A maximum of two Temporary Permits will be issued per household per year.
4. The permit is only valid for the vehicle registration number shown on the permit.
5. Temporary 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.
6. The issue of a permit does not guarantee a parking space.
7. Temporary Parking Permits are non-refundable.
8. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

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Business parking permits

1. 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.
2. The permit will only relate to the vehicle registration number shown on the permit.
3. Business permits allow the holder to park in Business Bays and Shared Use Bays (where Business parking permits are acceptable) within the Controlled Parking Zone shown on their permit. They are not valid for any other type of bay or restriction.
4. The issue of a Business parking permit does not guarantee a parking space.
5. For the purpose of this permit application, vehicles eligible for the Commercial Vehicles Permit will be limited to those vehicles that are specifically constructed for the carriage of goods e.g. vans. All types of cars are excluded from the Commercial Vehicles Permit and must apply for the Private Vehicles Permit, including cars that are used for business purposes and/or that are liveried.
6. If the permit is surrendered you may qualify for a refund if 3 months or more is left to the expiry date. There is an administration charge of £20.00 to process the refund.
7. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

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Carers' parking permits

1. 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.
2. You must supply a valid Doctor's statement with your application. Checks may be carried out to verify the document.
3. The permit can only be used by a care giver and is not for use by any other third party individuals.
4. Carers' 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.
5. The issue of a permit does not guarantee a parking space.
6. Carers' parking permits are valid for one year.
7. If the permit is surrendered you will qualify for a pro-rata refund if three months or more are left to the expiry date. This is subject to a £20 administration fee.
8. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

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Doctors' parking permits

1. 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.
2. Doctors Permits are valid for use in:
 - Resident parking bays
 - Shared use bays (where Resident parking permits are acceptable)
 - Car Parks operated by the London Borough of Hounslow

Doctors Permits are not valid for use:

- outside the normal working hours of the holder, except in the course of official duty
 - during leisure activities
 - on operational matters such as training
 - in private parking areas not enforced by the London Borough of Hounslow
3. The issue of a permit does not guarantee a parking space.
 4. Doctors' parking permits are valid for one year.
 5. The permit is only valid for the vehicle registration number shown on the permit.
 6. If the permit is surrendered you will qualify for a pro-rata refund if three months or more are left to the expiry date. This is subject to a £20 administration fee.
 7. Full terms and conditions regarding the permit scheme can be found in the Parking and Traffic Enforcement Policy at www.hounslow.gov.uk/index/transport_and_streets/parking.htm

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