



## 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).....
First name(s).....
Surname.....
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 <b>10</b> per household in any <b>12 month</b> period.

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

<p><b>Proof of Residency</b></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><b>Otherwise complete below:</b> A photocopy of any <b>two</b> of the following showing your <b>name and address as provided in part 1:</b></p> <ul style="list-style-type: none"> <li>• Tenancy Agreement</li> <li>• Council Tax Registration (see note 3)</li> <li>• Utility Bill (one only)(Gas/Water/Electric/Telephone [Landline <u>only</u>]) issued within <b>the last 3 months</b></li> <li>• Electoral Register Entry (see note 2)</li> <li>• Photo Driving License</li> </ul>	<p><b>Payment method</b></p> <p><input type="checkbox"/> Cheques should be made payable: <b>The London Borough of Hounslow</b> and must not be post-dated.</p> <p><input type="checkbox"/> By card. Make sure to include your contact number and let us know below the best time/days for someone to call you to take payment. This must be within normal office hours. Day/time..... ..... .....</p>
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**Please send copies of your documents and not the originals. If you send us originals and you want them back you will have to come and collect them in person. We cannot be held responsible for loss of original documents that are sent to us.**

### Part 4: Declaration

I confirm that the following is correct and true to the best of my knowledge:

1. 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 (or intend to if you have recently moved).
2. That the permit will be invalidated if entries are completed in either pencil, or by using 'ditto' marks; and all entries will be completed using a blue or black ink, or ballpoint, pen.
3. I shall immediately surrender the permit to the council in the event of either of the following circumstances occurring:
  - I cease to reside in the parking zone 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**.....

## Part 5: Visitors Permit Application Notes

1. Any person who has outstanding Penalty Charge Notices (PCNs) with the London Borough of Hounslow which are beyond the stage they can be appealed may be refused a permit. If this applies to you please email [hounslow.permits@nsl.co.uk](mailto:hounslow.permits@nsl.co.uk) with an explanation as to why you believe you should not be liable for them, and your situation will be considered.
2. Please ensure that all the relevant documentation is enclosed (copies only). 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 you will not need to provide evidence of this.
3. 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.
4. If you wish to pay for the permit using a credit or debit card, please tick the relevant box. If your application is accepted, you will be contacted by someone from NSL to process the payment.
5. Visitor Permits are non-refundable.
6. The permit is only valid for the vehicle registration entered on the permit and is not transferable.
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 bay.
8. The issue of a permit does not guarantee a parking space.
9. You must let your visitors know about the terms and conditions on the back of the permit.

### Visitors Permit Prices

Each Permit
£27.20 (excludes zone R)

<b>Address to return the form to:</b> Permits Team (Hounslow) NSL Parking Office London Borough of Hounslow Bridge Road Depot, Pears Road Hounslow TW3 1SQ	<b>Information regarding permits can be found on our website:</b> <a href="https://www.hounslow.gov.uk/info/20082/parking_permits">https://www.hounslow.gov.uk/info/20082/parking_permits</a> <b>Email address to return the form to:</b> <a href="mailto:hounslow.permits@nsl.co.uk">hounslow.permits@nsl.co.uk</a> who will also be able to assist with any permit related enquiries.
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#### Data Protection Statement

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.