

RESIDENT & VISITOR PARKING PERMITS

Please read the enclosed guidance notes and complete all required sections of this form.

PART 1 - YOUR DETAILS

Title: Mr Mrs Miss Dr Other (Please state) _____

Surname: _____ First name: _____

Address: _____

Post Code: _____

Home telephone number: _____

Other contact number: _____

Email address: _____

Do you live at this address at least four nights a week for a minimum of 13 weeks? Yes No

Please enclose **TWO** of the following showing the above address as evidence of residency. **At least one item must be dated and show that it is less than three months old:**

- | | |
|---|---|
| Current Council Tax document <input type="checkbox"/> | Driving Licence <input type="checkbox"/> |
| Tenancy Agreement <input type="checkbox"/> | A recent Bank Statement <input type="checkbox"/> |
| A recent utility bill (not mobile phone) <input type="checkbox"/> | (We consider recent to be less than six months old) |

PART 2 - VEHICLE DETAILS (FOR RESIDENT PERMITS ONLY)

Vehicle registration number: _____

Vehicle make: _____ Type: _____ Colour: _____

Are you the owner or primary user and keeper of the vehicle? Yes No

Please provide proof of the vehicle ownership, selecting the option appropriate to you:

For privately owned or leased vehicles, ONE of the following:

DVLA issued V5C registration certificate in your name at the address in the controlled zone.

Insurance documents showing the vehicle details, you as a named driver and the address in the controlled zone. Please bring all parts of the documents if this is not shown on one sheet.

A formal hire or lease agreement for that vehicle, in your name showing the above address.

For a vehicle owned by your employer or business you must provide, BOTH of the following:

DVLA issued V5C registration certificate in the company name.

A letter from the company on headed paper confirming you are the keeper of the above vehicle and confirming your address in the controlled zone. This should be signed by the company secretary, who must not be you, and confirm the vehicle registration number.

PART 3 - PERMIT TYPES AND PAYMENT

Please select what permit(s) you wish to purchase:

Resident Parking Permit for: 3 Months (£30) 6 Months (£50) 12 Months (£80)

Visitor Parking Permit books: 1 Book (£10) 2 Books (£20)

(Please note, 1 book contains 10 permits, in most zones, you need more than one permit each day.)

Please select one of the following methods for payment:

You may only pay using cash by visiting the Parking Shop in person. Do not post any cash.

I enclose a cheque or postal order made payable to 'Kingston Corporation' for £_____

I wish to pay by credit or debit card. Please charge £_____ to the card detailed below:

Card Number: _____

Start date: ____ / ____ Expiry date: ____ / ____ Maestro/Solo Issue number: _____

Name on card: _____ Signature: _____

PART 4 - DECLARATION

Please read each part of the following declaration and tick each box to confirm that you have read, understood and agreed to the conditions set out in this form.

This Authority has a duty to protect the public funds it administers and may use the information on this form for the prevention and detection of fraud, both within this authority and with law enforcement agencies and other bodies administering public funds solely for that purpose.

WARNING it is an offence to give false or misleading information.

All applicants must agree to the following:

I confirm that I reside at the address given overleaf at least four nights a week over 13 consecutive weeks and consider this to be my primary residence.

I understand and accept that if I have stated anything, which I know to be false or untrue, I may be prosecuted.

I have read the guidance notes and instructions for parking permits and confirm that I accept and understand the terms under which the applications are made and permits are issued.

I agree that if I stop living in the controlled zone I will return all permits immediately.

Applicants for resident parking permits must additionally agreed to the following:

I confirm that I am the keeper of the vehicle detailed overleaf, and that the vehicle meets the requirements of the parking permit scheme as set out in the guidance notes.

I agree that if I stop keeping and using the vehicle listed, I will return the permit immediately.

We will not issue a permit unless all required boxes have been ticked and the necessary proofs of your residency and (for resident permits) vehicle ownership have been provided.

Signed: _____ Date: _____

For further information about parking, visit www.kingston.gov.uk/parking

OFFICE USE: Received _____ Issued _____ By _____ Postal/Personal

PERMIT APPLICATION AND USE GUIDANCE NOTES

RESIDENTIAL REQUIREMENTS & EVIDENCE

Only eligible residents may purchase a resident parking permit or visitor parking permits.

To be eligible for the permits, the applicant must usually be resident in the controlled zone four nights a week for 13 consecutive weeks and consider the address in the controlled zone to be their primary residence. We must see proof of your residency before we can issue a permit.

Only one resident parking permit will be issued to each resident. For visitor parking permits, there is a limit to 100 permits (10 books) for each household during a rolling year (counting one year back from the date of the application being made). Normally only two books may be held at any one time and we will only issue more than this in special circumstances where previously agreed with the Council.

The application form details the proofs of residency we will always accept. We will consider other proofs of residency only when a reason has been given showing that our normal proofs cannot be provided, and where we are satisfied that the alternatives given are suitable to show residency.

VEHICLE REQUIREMENTS & EVIDENCE (FOR RESIDENT PARKING PERMITS)

To be issued a permit, the vehicle must not:

- be constructed to carry more than 12 passengers (excluding the driver.)
- be higher than 2.28m
- be longer than 5.25m

When the vehicle is parked using the permit, it must fit completely within the marked parking space. Caravans and trailers may not be parked in any permit holder or shared use parking spaces.

You need to prove you own or are entitled to keep as the sole user any vehicle you apply for. Any evidence you provide must show your name, the vehicle registration and the address in the controlled zone together within the same document. We will always accept the documents shown on the permit application form when these

requirements are met. We will only accept other proofs of ownership when a reason has been given showing that our normal proofs cannot be provided, and where we are satisfied that the alternatives given show you are the main keeper and that the vehicle is kept in the controlled zone.

COST OF THE PERMITS

We issue resident parking permits for three months at £30, six months at £50 and for 12 months at £80. For new applicants, the permit starts on the first day of the month and pre-dated permits will not be issued more than 15 days before the start of the permit. Permits can be issued after the first of the month with a start date of the first, but no discount will be given for this.

We sell visitor parking permits in books of 10, at £10 for each book.

SPECIAL CIRCUMSTANCES

If you cannot provide the necessary evidences, we may be able to help, either by suggesting possible alternatives or by issuing a permit for temporary use whilst you make changes to your documents. Please contact the Parking Shop to discuss this on 020 8547 1333. We may need to refer your request to senior staff members, so please allow two working days for us to do so.

PLEASE SEND YOUR APPLICATION TO:

The Parking Shop, PO Box 1034,
Kingston upon Thames, KT1 1EU.

If posting, please send clear photocopies only.

Or visit us at: The Parking Shop, Ground Floor,
Guildhall 2, High Street, Kingston upon Thames.

Monday, Tuesday, Wednesday	8:30 - 5:00
Thursday Late night opening	8:30 - 7:00
Friday	8:30 - 5:00
Saturday	8:30 - 3:00

The shop is closed during Public/Bank Holidays.

Further conditions for permit use overleaf.

USE OF THE PERMITS

The resident parking permit and visitor parking permits are only valid in permit holder bays and shared use permit holder/pay and display bays on streets in the controlled zone shown on that permit and on the signs.

The permits may not be used in any pay and display only bays, meter bays or any bay that has been suspended from use, as well as any other restricted part of the road, footpath or verge.

To use a visitors parking permit, four boxes must be scratched out on each permit to show the day date and month of arrival, and the period of time that the permit will cover. If any other amount of boxes are scratched, or if the permit is marked in any other way, or if the permit is reused, it will be considered invalid. A penalty charge notice may be issued if the permit is considered invalid. It is an offence to deliberately alter or change by any means the details shown on the visitors permit.

To cover a whole day, you may need to use between 1 and 3 permits, depending on your controlled parking zone. Please check the details of the permit when marking it to ensure it covers the period you need. If you need to park for longer than covered by one of the set periods, multiple permits must be displayed to cover that time. You should ensure that one permit is used for each time period and/or day, and that every permit is marked differently to reflect the time period and/or day it is covering. For short stays, a pay and display bay may be more suitable.

DISPLAY OF THE PERMIT

To provide parking in a permit holder parking place, the resident parking permit or a visitor parking permit must always be on clear display in the front windscreen, so that all details may be easily read from the outside.

If a permit is not displayed correctly a Penalty Charge Notice may be issued.

CHANGE OF VEHICLE (FOR RESIDENT PARKING PERMITS)

The resident parking permit can only be used in a vehicle shown on the permit. If you need to make a change to the vehicle on the permit, you will need to provide vehicle ownership details and make an application using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. There is a £20 charge for changing your permit.

If you need to make use of another vehicle temporarily, for example while your usual vehicle is being repaired, please contact The Parking Shop on 020 8547 1333 to discuss suitable arrangements.

REPLACEMENT OF LOST, STOLEN OR DAMAGED RESIDENTS PERMITS

A replacement permit will be issued if it has been lost, stolen or damaged. You should apply using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. The charge for a replacement permit is £20.

REFUNDS

We will only refund any permit that has more than 3 months remaining at the date of surrender. Refunds will then be made @ a rate of £15 for every 3 months remaining on a resident parking permit at the date of receipt to our office. We will also make a refund for each complete book of unused visitor parking permits (at a rate of £4 per book). Partial books cannot be refunded. You should apply for any refund by using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. A refund may take up to 28 days to be issued.

www.kingston.gov.uk/parking

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.