

Essential Service Permit Guidance Notes/Terms and Conditions



Guidance Notes – Please tear off and retain copy for future reference

An essential service permit allows motorists to park in residential or shared use parking bays within a Controlled Parking Zone, while delivering essential services (including essential property maintenance) to residents.

Who is entitled to apply for an essential service permit?

The criteria is as follows;

- Those involved in building maintenance, whether it applies to private or public sector housing/buildings.
- Those involved in the delivery of essential services to residents and requiring as part of their job to carry equipment or materials to or from buildings.
- Those involved in the delivery of essential services to residents who are required to work extended unsocial hours or are on 24 hour call out.
- Schools will be considered on an individual business case basis. The factors that will be considered are operational needs, availability of car park space at the school or in the immediate area, and proximity to public transport facilities. Separate application form available on website.

How do I apply for a permit?

Please fill out the essential service permit application form and send it to Essential Service Permits, 1st Floor River Park House, 225 High Road, N22 8HQ. You must supply a copy of the vehicle log book and the insurance certificate that show the vehicle is insured for work purposes. You cannot apply in person, but we will endeavour to deal with all new applications within 5 working days. Applications must be supported by Head of Service/Organisation and must explain the need for the permit. Each organisation is entitled to a maximum of 10 Transferable Permits. Only your Director can apply for them.

What if we use a number of different cars and are unable to supply a registration number?

For those users who frequently change their vehicle or have less frequent visits, an essential user scratch card will be introduced. There is an upper limit of 300 scratch cards per annum per service/organisation.

Where can I park with an essential service permit?

Your permit is valid for parking all day in resident parking bays and shared use bays (resident/pay and display). Your permit is not valid for parking anywhere else for example, in business bays, trader's bays and pay and display only bays. Having an essential service permit does not guarantee you a parking space.

You should also make sure you do not park in suspended bays regardless of whether or not the reason for the suspension is apparent. You should always check the signs close to the bay where you park to make sure you can use it.

How do I display my permit?

Your permit must be displayed clearly so that a council official can see it. You must also display the address of where you are visiting in the holder provided. If you are displaying a scratch card this must be in clear view on the dash board.

What if I change my vehicle?

If you change your vehicle, you will need to exchange your permit and you will also need to return the old permit with proof of your new vehicle. There will be an administration charge of £10.

continued overleaf...

What if I change jobs or my employer moves to another zone?

If your organisation/employer moves to another zone, or you change your employer, you need to return your permit to us and you may need to make a new application.

Do I get my money back if I return the permit?

If you no longer need your permit or are no longer eligible for your permit you must return it to the parking service. We will send you a refund for the remaining months. Refunds will be paid pro rated for each full outstanding month unused on the permit. An administration charge of £10 will apply to each refund. If we have had to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

Lost, damaged or stolen permits

If you lose, damage or have your permit stolen you will need to pay an administration charge for a replacement permit which will show the same expiry date as your previous permit. If your permit is stolen you will need to provide a crime reference number. There will be an administration charge of £10 for a replacement permit.

Reporting permit fraud

We try to make sure that only eligible people hold a current permit and every effort is made to detect fraudulent applications and permit use. If you think that someone is misusing a permit they are not entitled to then please call our customer service centre on 020 8489 1364. We will keep your details confidential.

Terms and Conditions

- Your usual place of work is the address given in section 2 of the application form, you are an employee of the organisation and the use of a vehicle is essential for you to do your job.
- The taxation class of your vehicle is PLG.
- You understand that the permit is only valid for the vehicle it is registered to and can only be used during the hours of operation displayed on it and whilst carry out duties required through your job.
- You are responsible for renewing your own permit and the council will not issue a reminder letter.
- The permit remains the property of Haringey Council and you must return it if:
 - You are no longer employed by the organisation.
 - You move jobs within the organisation.
 - You are no longer the owner of the keeper of the vehicle for which the permit is issued.
 - The vehicle is adapted and no longer fits the description given in the document submitted in support of your application.
 - The council withdraws the permit.
- The council will not accept liability for original documents that are sent through the post – we suggest you use recorded delivery if you want to send original documents.
- Any threat to or attack on parking service staff or other authorised officer of the council will result in the permit being withdrawn or refused and where appropriate disciplinary action initiated.
- I understand that all photocopies of documents submitted by post in support of my application are true and faithful copies of the original documents required by the council to validate my permit.

Please note: Haringey Council is responsible for protecting public money and may use the information you have provided to prevent fraud. It may also share the information with other public organisations for the same reason. You could face prosecution if you make a false statement on this application form and where appropriate leave yourself open to disciplinary action.

Essential Service Permit Application Form



Type of permit you are applying for - Section 1

- Permit renewal, old ID number
- A new permit Daily short stay vouchers
- A replacement permit because I have changed my vehicle (please return existing permit)
- A replacement permit, because my permit has been lost or stolen. If stolen please provide the crime reference number
- Transferable Permits £600 each maximum allocation 10 per organisation ordered by your Director

Category of permit required - Section 2

- Council staff Building maintenance Other (i.e. NHS, PCT)

Organisation details - Section 3

Contact name Position

Name and address of organisation

Telephone number Fax number

Email address

Name and designation of authoriser

Please state why the use of your vehicle is essential to delivery of your role/service and the hours it is essential for:

Vehicle details - Section 4

Registration number Date of registration* / /

Vehicle make Vehicle model CO₂ Emissions

* If your vehicle was registered before 23/03/01 you will be charged based on the engine size of your vehicle. Please skip to Section 5b.

Cost - Section 5a (vehicles registered after 23/03/01)

CO ₂ Emission band	Cost - Building maintenance	✓	Cost - Council and other	✓
1 Up to 100 CO ₂ g/km	£200	<input type="checkbox"/>	£150	<input type="checkbox"/>
2 101 – 150 CO ₂ g/km	£400	<input type="checkbox"/>	£300	<input type="checkbox"/>
3 151 – 185 CO ₂ g/km	£500	<input type="checkbox"/>	£500	<input type="checkbox"/>
4 186 CO ₂ g/km and over	£600	<input type="checkbox"/>	£600	<input type="checkbox"/>

Cost - Section 5b (vehicles registered before 23/03/01)

Engine size	Cost - Building maintenance	✓	Cost - Council and other	✓
1549cc or less	£400	<input type="checkbox"/>	£300	<input type="checkbox"/>
1550cc to 3000cc inclusive	£500	<input type="checkbox"/>	£400	<input type="checkbox"/>
3001cc and above	£600	<input type="checkbox"/>	£500	<input type="checkbox"/>

Cost - Short stay vouchers - Section 5c

Daily short stay essential service vouchers £4.00 each Number required*

* Max of 300 per annum per organisation/service.

Please note these vouchers are valid for 1 year from date of issue and are non refundable.

Payment details - Section 6

Total amount payable: £ (Please make cheques payable to Haringey Council)

Haringey Council internal transfer

Cost centre Account Activity Job

Public sector official order

Order number Invoice address

Declaration

I have read and understand the Terms and Conditions of use for essential service permits and agree to abide by the rules set out. I understand that if the essential service permits issued to me or the organisation I work for is not used in line with the conditions set out, that the permit may be withdrawn.

I declare that the information given on this form is true and that the photocopies of documents submitted in support of my application are true and faithful copies of the original documents required by the council to validate my permit.

Please note that Haringey Council is responsible for protecting public money and may use the information you have provided to detect fraud. It may also share the information with other public organisations for the same reason. You could face prosecution if you make a false statement on this application form and where appropriate leave yourself open to disciplinary action.

I have enclosed:

- a copy of my V5 document (full document)
- my insurance certificate that shows my vehicle is insured for work purposes

Signature of applicant Date / /

Name of company director or authorised officer

I confirm that this individual works over the hours indicated in section 3 and needs an essential service permit to carry out their role

Signature Date / /



One tonne of recycled paper saves 17 trees, 32,000 litres of water, and enough electricity to heat an average house for 6 months.