



**Haringey** Council

# Resident Parking Permit Application Form Fortis Green

## Guidance Notes

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### How To Apply For A Permit

Please complete the attached application forms and remember to tick all the relevant boxes. We will return it to you if you have not filled it in properly or enclosed the relevant documents or full payment. This will delay us in issuing your permit.

All postal applications should be sent to the address shown at the end of these notes. Please enclose PHOTOCOPIES of the documents required and payments for the permits. If you are paying by cheque please write your name and address on the back and make it payable to "London Borough of Haringey". Please do not send cash through the post.

We aim to process your application within 5 working days but please allow sufficient time for postage. You can renew your permit at any time in the month before it runs out. We will send you a renewal reminder, three weeks before your permit expires but it is the resident's responsibility to renew their permit. Please send postal applications to Haringey Council Payment Centre, P.O.Box 55235, London, N22 9DF. You may apply in person to our Payment Centre at 247 High Road, Wood Green N22 (beside Civic Centre) or visit our website: [www.haringey.gov.uk](http://www.haringey.gov.uk) for details of our Customer Service Centres.

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### How is a household defined?

Household means a room, or rooms, or flat or house having an individual postal address, or a unique property reference for Council Tax purposes, occupied by either one person living alone or a group of people (related or not) living together.

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### How much do permits cost?

You will find details of how much permits cost in our application form. You must send payment with your application form. Please do not send cash through the post.

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### Who qualifies for a permit?

Those residing in a Controlled Parking Zone and who keeps and uses a vehicle, may apply for a residential parking permit. You will be required to provide evidence (detailed on the application form).

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### Where can I park with a permit?

Your permit entitles you to park in resident permit holders or shared use parking bays within the zone that you reside. Parking places may be suspended by any person duly authorised by the Council or the police. Do not park in a parking place where signs indicate that it is suspended.

A permit does not guarantee a parking space outside your home.

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### How do I display my permit?

You must display your permit on the inside of the front windscreen on the near side (passenger side) of the vehicle at all times. Make sure that all information on the permit can be clearly seen from immediately outside the vehicle so that a parking attendant or other official can see it clearly.

## Changing your address

### Moving to a Controlled Parking Zone

If you have moved into your home in the last three months and cannot provide the necessary proof of where you live, we will issue a permit if you provide a solicitors letter confirming the sale has been completed or a new tenancy agreement.

### Moving within a Controlled Parking Zone

If you have moved into a different house within the same zone you can continue to use your permit but you must let us know and send us one of the following documents as proof of residence: current utility bill, Council or Housing rent book, benefits or pension book, Council tax bill, tenancy agreement or medical card.

### Moving to a new Controlled Parking Zone

If you have moved into a different house within another zone you must not alter your existing permit. Instead you must return your original permit, together with proof of residency. Please contact us to arrange a dispensation before you return your old permit.

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## Changing your name

If you change your name you must make a new application.

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## Change of vehicle

If you change your vehicle you must fill in a new application form. Your old permit will not be valid on any other vehicle.

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## Lost, stolen or damaged permits

If your permit has been lost or damaged you will need to pay an administration charge of £10 for a replacement permit which will show the same expiry date as your previous permit. If your permit has been stolen, you will need to give us a crime reference number. You will also need to pay an administration charge of £10.

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## Returning your permit

If you no longer need your permit or are no longer eligible for your permit you must return it to our Customer Service Centre. We will send you a refund for the remaining full months. If we have had to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

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## 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 0208 489 1234. We will keep your details confidential.

### Instructions - Filling out the form

1. Read through the guidance notes and application form before you complete it. Tear off the guidance notes and keep them for further reference.
2. Please ensure that you fill in all sections of the form and sign it. You must enclose the necessary documents, with full payment. If you do not do so your application will be returned to you, which will cause a delay in the issuing of your permit.
3. If you have any questions regarding your application please call our Customer Service Centre on **0845 0731234**.
4. Please write clearly and in BLOCK CAPITALS.

# Resident Parking Permit Application Form - Fortis Green

## Your Vehicle

Registration No.  Make  Model  Colour

## Your Details

Title  Forename  Surname/Family Name

Full Address

Postcode

Email Address  Telephone

Do you owe Haringey Council money for unpaid penalty notices? Yes  No

## Proof of residence / Vehicle ownership / Driving licence

You must enclose **copies** of: one proof of residence from **A**, one proof of vehicle ownership from **B** and your valid driving licence **C**. These provide proof that you reside in the CPZ area, have a driving licence and are the keeper of the vehicle. (Failure to provide documents or payment as requested may result in your application being returned)

### A

- Current council or housing association rent book showing your name and address
- Your latest Council Tax bill or letter about your council tax account
- Your tenancy or mortgage agreement which shows your name, address and the tenancy or mortgage period
- Your medical card
- A recent statutory declaration, typed, dated and properly worded. Made in the presence of a commissioner of oaths, a solicitor or a justice of the peace
- A letter from HM Revenues about your benefit
- Letter from DWP (Department of Works and Pensions) about your pension or disability claims entitlement or benefit you may claim

### B

- The vehicle registration documents showing name and address in CPZ
- The bill of sale (showing the vehicle registration, the sellers name and address and telephone number and your address within the CPZ)
- The hiring or leasing agreement with your name and address on it
- A recent letter from your employer written on company headed paper and the V5 (company car only)

### C

- A copy of my valid driving licence

## Important

**It is an offence for any person knowingly to give false information for the purpose of getting a parking permit. Haringey Council will prosecute anyone who commits permit fraud. Conviction will result in heavy penalties.**

**Data Protection:** Haringey Council intends to fulfil all its obligation under Data Protection Act 1998 (the Act). The Council will ensure that all processing of data falling within scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by Haringey Council can be assured that the information will be maintained in confidence and treated with all due care. However, if you find any inaccuracies you have the right to have them corrected. If you have any concerns about the processing of the information by Haringey Council you may contact the Data Protection Officer, Alexander House, 4th Floor, 10 Station Road, Wood Green, London, N22 7TR or the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

## My Payment (Please note that Credit Card Payments cannot be accepted by post)

I enclose a cheque/postal order for the payment of **£25.00** made payable to London Borough of Haringey  
**Haringey Council Payment Centre, P.O.Box 55235, London, N22 9DF**

## Applicants Declaration

### I hereby certify that:

- The vehicle does not exceed 2.27 metre in height and 5.25 metre in length.
- The address that I have given on this application is my usual place of residence and that all the information in this application is true and correct.
- I will immediately give the permit(s) back to Haringey Council if:
  - I stop being a resident in the CPZ for which the permit has been issued or
  - I have sold, otherwise disposed of, or no longer use the vehicle shown on the permit or
  - The Council cancels or asks me to send back the permit or
  - If the permit stops being valid for any reason.

I have read and understand Haringey Council's guidance notes attached and agree to keep within the rules set out.

Applicants Signature:

Date signed:

Shqip

Ky është formular aplikimi për leje parkimi për rezidentë dhe vizitorë. Nëse e doni në gjuhën tuaj, ju lutem plotësoni dhe ktheni formularin e mëposhtëm.

বাংলা

এটা বাসিন্দাদের এবং তাদের অতিথিদের গাড়ি পার্ক করার অনুমতিপত্র পাওয়ার জন্য আবেদন করার ফর্ম। আপনি যদি এটা আপনার নিজের ভাষায় পেতে চান, তাহলে নিচের ফর্ম পূর্ণ করে ফেরত পাঠান।

Français

Voici un formulaire de demande de permis de stationnement pour les résidents et les visiteurs. Si vous souhaitez l'obtenir dans votre langue, veuillez compléter et rendre le formulaire ci-dessous.

Kurdî Kurmancî

Ev formeke serîlêdana destûra parkirinê ya ji bo nişteci û mêvanan e. Ger hun wê bi zimanê xwe dixwazin, ji kerema xwe forma jêrîn tije bikin û bişînin.

Soomaali

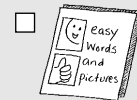
Kani waa foom ogolaansho baabuur meel dhigasho dadka halkaan degan iyo soo booqdeyaal. Haddii aad rabto in luuqadaada lagugu tarjumo, fadlan, soo buuxi foomkan kuna soo dir ciwaanka hoose.

Türkçe

Bu belge sakinler ve ziyaretçiler için park etme izni başvurusudur. Eğer belgeyi kendi dilinizde edinmek istiyorsanız, lütfen aşağıdaki formu doldurup geri gönderin

Please tell us if you would like a copy of this Parking Permit Application Form in another language that is not listed above or in any of the following formats, and send the form to the Freepost address below.

- In large print
- On audio tape
- In Braille



- In another language, please state:

Name:

Tel:

Address:

Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council,  
Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

Haringey Council offers this translating and interpreting service to Haringey residents. We can translate this document into one language per resident ONLY.

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

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