

Guidance Notes for Essential Service Permits for Ministers of Religion



What is an Essential Service Permit for Ministers?

The Essential Service Permit allows ministers of religion to park within a resident bay or shared use permit bay within a controlled parking zone.

Who is entitled to apply for an Essential Service Permit?

Ministers of religion are entitled to apply for permits to assist them in attending to residents in their own homes.

How do I apply for a permit?

Please fill in the application form below and send it to Permit Department, 3rd Floor Alexandra House, 10 Station Road N22 7TR.

You must supply a copy of the vehicle logbook and the insurance certificate that show the vehicle is insured for work purposes. You cannot apply in person, but applications are processed within 5 working days.

Where can I park with an Essential Service Permit?

Vehicles displaying an Essential Service Permit can park in a resident's bay or a shared use permits bay.

Ministers of religion can park in resident's bays or shared use bays throughout the borough, except in central Wood Green.

What happens if I change vehicle?

If you change your vehicle, you will need to complete an application form and return it with your old permit with proof of your new vehicle V5c (logbook). There is an administration charge each time that the permit is changed if the CO2 emission band is in the same band.

If your new vehicle falls within a different CO2 emission band you will also need return the old permit and complete a new application form and provide your new V5c (logbook) plus the correct fee for the CO2 emission band that your new vehicle falls within. Once your old permit has been received a refund of the remaining full months will be issued.

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

If you no longer need or are no longer eligible for your permit you must return it to the parking service. We will send a refund for each full remaining month. An administration charge will apply to each refund. If we 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 the replacement permit which will show the same expiry date as the previous permit. If your permit is stolen you will need to provide a crime reference number, there will also be an administration charge for the 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 call our Traffic Management office please on 020 8489 1000. We will keep your details confidential.

Cost

Please ensure the payment you provide is correct, based on the banding of the vehicle. Please see our website for further details on prices

<http://www.haringey.gov.uk/parking-roads-and-travel/parking/parking-permits/essential-service-permit>

Essential Service Permit Application Form for Ministers of Religion

Type of Permit you are applying for - Section 1

Renewal of my existing permits: Permit ID _____

A new Permit

A Replacement Permit because I have changed my vehicle (please return existing permit)

A Replacement Permit because my permit has been lost or stolen.

The crime reference number is: _____

Category of Permit Required – Section 2

Contact Name: _____

Position: _____

Name and address of the church:

Telephone Number: _____

Fax number: _____

Email address: _____

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

Vehicle details – Section 3

Registration number: _____ Date of registration _____

Vehicle make: _____ Vehicle model: _____

CO₂ emissions: _____

Payment Details – Section 5

You can pay by cheque or postal order if applying by post. Please ensure the payment you provide is correct, based on the banding of the vehicle. Please see our website for further details prices: <http://www.haringey.gov.uk/parking-roads-and-travel/parking/parking-permits/essential-service-permit>

Total amount payable: £ _____

Cheque (please attach with application)

Invoice number: _____

Invoice: address: _____

Any change to the permit will incur an administration fee (see website for details). Declaration:

I have read and understand the Terms and Conditions of the use for Essential user permits and agree to abide by the rules set out. I understand that if the Essential user permit 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 leave yourself open to disciplinary action.

I have enclosed:

A copy of my full V5 document (full document)

Signature of applicant: _____

Date: _____