

### **What is an Essential Service Permit?**

The Essential Service Permit Scheme (ESP) supports Local Authority Services, NHS Health professionals, charities and not-for-profit organisations who provide Health, Counselling, Social Care or other essential services to Haringey residents in their homes. The Essential Service Permit allows holders to park in residential or shared use parking bays in Controlled Parking Zones, when providing those services.

### **Who is entitled to apply for an Essential Service Permit?**

Essential Service Permits may be purchased by Haringey Council Employees, NHS Health professionals, charities, and not-for-profit organisations, and the organisation that provides health, counselling or social care services to the borough's residents.

Those who provide building maintenance or other services, such as estate agents, are not entitled to Essential Service Permits and must apply for a Business or Utilities Permit. This includes Homes for Haringey employees.

### **How do I apply for a permit?**

Please complete the application form and send it to: Permits Department, 3rd Floor Alexandra House, 10 Station Road, London N22 7TR.

You must supply a copy of the vehicle logbook and insurance certificate that shows that the vehicle is insured for business use. You cannot apply in person, and all new applications will be processed within 5 working days of receipt. Applications must be authorised by the Head of Service / Organisation and must explain the need for the permit.

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

An organisation or department can apply for up to 10 transferable permits. We will not replace lost or stolen transferrable permits.

Applicants who frequently change their vehicle, or who only carry out visits occasionally can apply for the Essential Service short stay permits (scratch cards), there is an upper limit of 300 permits per annum per service/organisation.

### **Where can I Park with an Essential Service Permit?**

Your Essential Service permit are valid in residential and shared use bays only (i.e. residents/pay by phone bays). Having an Essential Service permit does not guarantee you a parking space. You should make sure that you do not park in suspended bays regardless of whether or not the reason for the suspension is apparent. If a parking bay is out of use, nearby signs will explain the restrictions.

**Please note:** Essential Services Permits are not for work place parking, or to allow holders to park for short lengths of time when visiting their place of work. Essential Service Permit holders must make alternative parking arrangements when they are in the office.

## **How do I display my permit?**

Your Essential Service Permit or Essential Service short stay permit (scratch card) must be displayed clearly in the windscreen of the vehicle so that a council official can see it.

## **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 of your new vehicle. There will be an administration charge each time that the permit is changed.

## **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 be an administration charge for the replacement permit.

## **Reporting permit fraud.**

We try to make sure that only eligible people are issued with these permits, 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 Traffic Management office on 020 8489 1000.

## **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 to carrying out a public personal service to residents in their homes**
- **The taxation class of your vehicle is PLG**
- **You understand that the permit is only for the vehicle registered on the application and can only be used during the hours of operation displayed on it, or whilst carrying out duties required through your job**
- **You are responsible for renewing your own permit and the council will not issue a reminder letter**
- **The remit 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 or 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 or recalls the permit**

## Essential Service Permit Application Form



### 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
- Public Service short stay permits (scratch cards) - please state number needed
- Transferable Permits maximum allocation of 10 per organisation. These must ordered by your director  
Please state the number needed

For further information on prices, please visit our website: [www.haringey.gov.uk/essential-service-permit](http://www.haringey.gov.uk/essential-service-permit)

### Category of Permit Required – Section 2

Contact Name  Position

Name & Address of organisation

Telephone Number  Fax Number

Email Address

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

### Vehicle details – Section 3

Registration Number  Date of registration

Vehicle make  Vehicle model  CO2 Emissions

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

**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 price details: [www.haringey.gov.uk/essential-service-permit](http://www.haringey.gov.uk/essential-service-permit)

Total amount payable:  Please make cheques payable to: London Borough of Haringey

Cheque (please attach with application)

Invoice Number  Invoice Address

Haringey Internal Transfer

Cost Centre Account Activity Job

**Any change to the permit will incur an administration fee - please our website for details:**  
[www.haringey.gov.uk/essential-service-permit](http://www.haringey.gov.uk/essential-service-permit)

**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 Public 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 am aware that only Haringey Council employees, NHS health professionals, charity and not-for-profit organisation employees and those involved in a care or health profession are entitled to apply for Essential Service Permits.

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 insurance certificate that shows **and**  A copy of my V5 document (full document) my vehicle is insured for work purposes.

.....Signature of applicant .....Date

Name of company director or authorised Officer:.....

I confirm that the individual named works over the hours indicated in section 2 and requires an Essential service permit to carry out their role.

Signature:..... Date:.....