

Guidance Notes for Essential Service Permits for Schools



What is the Essential Service Permit for Schools?

The Essential Service Permit allows school staff involved in delivering the curriculum to park on designated streets near the school in which they work.

Who is entitled to apply for an Essential Service Permit for Schools?

Applications from staff involved in delivering the curriculum are considered on a case by case basis. Factors that are considered are operational needs, the availability of the alternative parking and the proximity of transport services. Each school applying for permits for staff involved in delivering the curriculum must have a staff travel plan in place. If an application is accepted the permits are only valid in term time in the road which is named on the permit. A business case must be provided and your application form must be signed by the head teacher of the school.

How do I apply for a permit?

Please complete the application form below and return it to The Permit Processing Team, 3 Floor Alexandra House, 10 Station Road, London N22 7TR,

You must supply a copy of the vehicle V5c (log book) and the insurance Certificate that shows the vehicle is insured for work purposes. You cannot apply in person, but applications are processed within 5 working days. Application must be supported by the Head Teacher.

Where can I park with an Essential Service Permit?

Vehicles displaying an Essential Service Permit can park in a residents' bay or a shared use permits bay on the designated roads.

In order to ensure that there is not excess demand on limited parking spaces on the roads near schools, teachers will have the roads they can park on named on the permit.

What happens when I change my 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 (log book). 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 (log book) plus the correct fee for the CO2 emission band that your new vehicle fall within. Once your old permit has been received a refund of the remaining full months will be issued.

Will I get my money refunded if I return the permit?

If you no longer require the permit, a pro rata refund will be issued for each full, unused month left on the permit. The old permit must be returned to obtain this refund.

Lost, stolen or damaged permits

Lost, damaged or stolen permits will be replaced and charged the administration fee per replacement; the replacement permit will show the same expiry date as your previous permit. If your permit is stolen you will also need to provide a crime reference number.

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 Traffic Management office on 020 8489 1000 details are kept confidential.

Essential Service Permit Applications for Schools

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

Applicant Name: Position:

Name and address of the school:

Telephone Number: Fax number:

Email address:

Name and signature of headteacher:

In order for us to process your application you need to attach your business case from the school.

Permits will cover a maximum of two roads and will cover the operational hours of the Controlled Parking Zone in which the school is based.

Please also state the roads nearest the school:

Vehicle details – Section 3

Registration number	Vehicle make	Vehicle model	CO ₂ emissions
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Cost

Please ensure the payment you provide is correct, based on your CO₂ Emission banding or the engine size of your vehicle. Please see our website for further details/prices:

www.haringey.gov.uk/essential-service-permit

Payment Details – Section 5

Total amount payable: £ :

Cheque (please attach with application)

Invoice number: Invoice: address:

Any change to the permit will incur an administration fee (please 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 V5c document (logbook)
- A copy of my full motor insurance certificate

Signature of applicant: Date:

Name of Headteacher:

I confirm that the individual named works at the school indicated in Section 2 and needs an Essential service permit to carry out their role.

Signature: Date: