

Resident and Visitor Parking Permit Application

IMPORTANT: Please refer to the guidance notes before completing this form

What are you applying for? (please tick)

New residents parking permit	<input type="checkbox"/>	Change of vehicle (new permit)	<input type="checkbox"/>
Renewal of residents parking permit	<input type="checkbox"/>	Foreign registered vehicle permit	<input type="checkbox"/>
Temporary (monthly) permit	<input type="checkbox"/>	Visitor parking permits	<input type="checkbox"/>

Applicant details:

Title (Mr/Mrs/Ms/Miss):	First name:	Surname:
Address:		
Postcode:	Council Tax number:	
Email address:		
Home telephone number:	Mobile telephone number:	
Resident permit reference number:	Applicant ID:	

Visitor permits only:

Permit type	Quantity	Total cost
1 hour		
Daily		
Total cost:		

Visitor permit reference number (if previous applicant):	
Applicant ID (if previous applicant):	

Declaration

I certify that I have read and understood the notes and terms and conditions overleaf and I declare that all the information given by me on this form is true to the best of my knowledge. I understand that if any information given is false, I am liable to prosecution and the permit will be cancelled.

Applicants signature:	Date:
-----------------------	-------

Payment

Please check our current permit prices before you enclose your payment: www.haringey.gov.uk/permit-prices

I enclose a cheque for £_____ made payable to 'London Borough of Haringey'.

Send your form with all required documents by post to:

London Borough of Haringey
PO BOX 55235
London
N22 9DF

Guidance notes

Do it online

The quickest way to apply for a permit is online at www.haringey.gov.uk/permits.

Permit prices

Current prices for all our permits can be found online at www.haringey.gov.uk/permit-prices

Documents and proof of residence

If you are **not** registered for Council Tax, please provide one of the following documents as evidence of residing at the address provided:

- A signed assured shorthold tenancy or mortgage agreement.
- Letter from HM Revenues or Department of Work and Pensions.
- Housing Association or Council Tenancy agreement.
- Driving License photo identity card showing updated address within the Controlled Parking Zone (CPZ)

Resident and foreign vehicle owners must also provide the vehicle registration documents (V5). The vehicle must not exceed 2.27 metres in height and 5.25 metres in length.

If you have recently purchased a vehicle or have a leased or company vehicle please provide:

- A bill of sale (on headed company paper, in conjunction with the new keepers slip V5C/2).
- An official hire or lease agreement clearly showing that the vehicle is kept at the address within the CPZ.
- If the new vehicle is a company car, we require a letter on company headed paper outlining that the applicant is the sole user and that the vehicle is to be kept at the address in the CPZ. We also require a copy of the hire agreement and a copy of the vehicle logbook (for the emission).

If you cannot provide the required documents, you may purchase a monthly permit while you obtain the required documents.

Applicant IDs

If you do not know your **Applicant ID** please email the following information to permits-vouchers@haringey.gov.uk:

- Full name and address
- Resident Permit Reference Number (starts with a RS that can be found on your existing permit)

We will then email your unique Applicant ID (4-6 digits). **It is important that this information is retained as it will be required when you renew your Resident Permit in subsequent years.**

Resident parking permits

Residents who live within a CPZ may apply for a **resident parking permit**.

Visitor parking permits

Applicants must provide proof of residence (see above). Please note that the hourly and daily visitor permits are sold in multiples of 4 and the minimum order is 12 visitor permits. These types of permits are not refundable. Prices more information can be found on our website at www.haringey.gov.uk/visitor-permits

Lost or stolen permits

If your permit has been **lost**, **damaged** or **stolen** please inform us by emailing permits-vouchers@haringey.gov.uk. If your permit has been stolen, please provide a crime reference number. An **administration fee** will apply for a replacement permit.

Change of vehicle

Please supply the new V5 document or bill of sale and return the existing permit.

If the new vehicle falls under the under the **same** CO₂ emissions band or engine size, a **replacement permit** will be issued. An **administration** charge will apply.

If the new vehicle falls under the under a **different** CO₂ emissions band or engine size, you will need to purchase a new permit and return the existing permit for a refund.

Change of address

To notify us of a change of vehicle, or a change of address (within the same CPZ), please **email** the details to us at permits-vouchers@haringey.gov.uk

If you move within the existing CPZ, you must let us know and provide the Council Tax number for that property or alternative proof of residence (from the list above).

If you move to another CPZ, we will require proof of address and your existing permit must be returned. An **administration** charge will apply.

Foreign registered vehicles

If you own a foreign registered vehicle, we will issue you a resident parking permit for 1 year only. You will be required to register the vehicle with the DVLA to qualify for further permits. Please note that you are required to provide proof of engine size or CO₂ emissions.

Terms and conditions

Please ensure you have read and understand the following before applying for a permit

- The permit holder is responsible for ensuring the parking permit is valid and has not expired.
- While permit holders will be notified that their permits are due for renewal, it remains the permit holder's responsibility to ensure that permits are renewed on time.
- Permit holders may not park in suspended parking bays, and must check their vehicle regularly in case of suspensions.
- Resident and visitor permits may be used in residents or shared use parking bays only.
- Permits must be displayed clearly in the windscreen of the vehicle.
- The permit must not be passed to unauthorised users, defaced or altered in any way.
- Monthly permits are non-refundable.
- We reserve the right to refuse to issue a permit to motorists who have outstanding penalty charge notices.
- A permit may be withdrawn or cancelled if it is not used in accordance with these terms and conditions (under these circumstances you will not be entitled to any refund).

Fraud prevention

We have a duty to protect public funds. The information you provide in this application form may be used and shared with other bodies for fraud prevention and detection purposes. For further information contact the Data Protection Officer, Feedback and Information Team, River Park House, 225 High Road, London N22 8HQ or email dataprotection@haringey.gov.uk