

For Official use only

Permit No. \_\_\_\_\_

Date of issue \_\_\_\_\_

# Parking Regulation Scheme

## Residents' Parking Permit - Application Form

Name of estate \_\_\_\_\_

### Part 1 - Your details

Surname \_\_\_\_\_

Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

email \_\_\_\_\_

Telephone (Daytime) \_\_\_\_\_

Telephone (Mobile) \_\_\_\_\_

### Part 3 - Vehicle details

Registration No. \_\_\_\_\_

Make and model \_\_\_\_\_

Colour \_\_\_\_\_

Is the vehicle kept and used by you? Yes  No

Are you the registered owner? Yes  No

If no, who is the registered owner? \_\_\_\_\_

Name and address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Does the weight of your vehicle exceed 3.5 tonnes? Yes  No

### Part 2 - Documents

(Please note that if you do not enclose all three correct documents your application cannot be processed)

I am enclosing:

(please tick the appropriate boxes)

This application form

My proof of residence in the form of:  
(choose one of the following)

mortgage letter or tenancy agreement

payment card/rent statement

driving licence

pension or benefit book

recent gas, electricity or telephone bill

My proof of vehicle ownership, in the form of:  
(choose one of the following)

the vehicle registration document

the hiring/leasing agreement

a signed letter from my employer

### Part 4 - Declaration

I confirm that:

The address shown in Part 1 is my usual place of residence or leasehold property and all the information I have given in this application is correct.

**I will immediately return the permit to the council in the event of any of the following circumstances:**

- I end my tenancy/lease on the estate for which the permit has been issued.
- I sell or dispose of the vehicle shown on the permit.
- The council withdraws the permit or it is not valid for any other reason.

The council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. From time to time the council may use such information for research purposes and to develop other services.

**The council reserves the right at any time to withdraw a permit from any person it suspects of having made a false statement for the purpose of obtaining a residents' permit.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**(This declaration may only be signed by the person named in Part 1)**

# Parking Regulation Scheme

## Residents' Parking Permit - Guidance Notes

Please read these guidance notes carefully before you complete the application form

### 1 Who can apply for a permit?

You can apply for a residents' permit if:

(A) Your usual place of residence is an estate where the council operates a Parking Regulation Scheme.

and

(B) You own or keep and have sole use of a roadworthy vehicle displaying a valid Vehicle Excise Licence Disc on the windscreen.

This vehicle can be:

- \* a vehicle (not exceeding 3.5 tonnes) used for private or domestic use, excluding caravans, trailers and boats.
- \* a commercial vehicle (not exceeding 3.5 tonnes) used for private or domestic use. Permits for these vehicles will only be issued at the discretion of the Director of Housing.

You do not need a parking permit for motorcycles, scooters, mopeds or vehicles displaying a Disabled Persons Blue Badge.

If you have borrowed or share a vehicle you will not be entitled to a permit unless there are exceptional circumstances.

### 2 Permit period

Permits will be valid from the date of issue until notified.

### 3 How to apply for a permit

Please complete the application form and attach all the documents specified in Part 4. You should send the application to:

**For Central, Eastern or Southern area teams:**

Housing Department  
Wandsworth Council  
17-27 Garratt Lane  
London SW18 4AE

**For the Western area team:**

Western Area Team  
38 Holybourne Avenue  
Roehampton  
London SW15 4JE

### 4 Proof of residence and vehicle ownership

You must include proof of residence and vehicle ownership with your application form. If you do not enclose all the relevant documents your application will be returned to you, which might delay the issue of your permit.

#### (A) Proof of residence

One of the following documents will be acceptable:

- \* mortgage letter or tenancy agreement (certificate of acceptance)
- \* payment card/rent statement
- \* driving licence
- \* pension or benefit book
- \* recent gas, electricity or telephone bill

#### (B) Proof of vehicle ownership

You must supply one of the following documents:

- \* vehicle registration document
- \* hiring/leasing agreement
- \* a signed letter from your employer if, the vehicle is a company car, confirming that it is owned/leased by the company and that you are the sole keeper and user.

**ALL DOCUMENTS MUST SHOW YOUR NAME AND THE ADDRESS FOR WHICH YOU ARE APPLYING FOR A PERMIT**

### CONDITIONS

1. Permits are not transferable.
2. Only one permit can be issued per vehicle owner up to a maximum of four permits in any one household.
3. The council reserves the right at any time to withdraw a permit in the event of the person to whom it was issued ceasing to qualify or for misuse.
4. There will be a replacement charge for lost or damaged permits.
5. Permits displayed on untaxed vehicles are invalid and vehicles will be issued with a Parking Enforcement Notice (PEN) which carries a financial penalty.
6. Your permit will only be valid on the estate where you live, does not guarantee the use or availability of any space and is not valid within a Controlled Parking Zone on the public highway.
7. If you sell your car you must return the permit before further residents' permit will be issued.
8. Disabled bays on estates covered by PRS are enforced. Residents parking in a disabled bay need to display a valid tax disc for the vehicle being used and a valid blue badge. Failure to display both will result in a PEN being issued.