



# Housing estate disability parking permit application form

(May 2018)

If you are an estate resident and hold a current Royal Borough of Kensington and Chelsea purple disabled person’s badge; we will provide you with free parking, in a dedicated bay which is convenient for you to access. This bay will be marked out as a designated disability parking bay.

If you are completing this form by hand, please write clearly in BLOCK CAPITALS and black ink, ticking all relevant boxes. Make sure you sign and date this form on the last page, and return a copy of the completed form and documents requested via email, post or in-person at our offices.

Please call the Customer Services helpline on **0800 137 111** or email [hm-parking@rbkc.gov.uk](mailto:hm-parking@rbkc.gov.uk) for advice or if you have difficulty providing the documents needed to apply for your permit.

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## Contact information

Title (Mr, Mrs, Miss, Ms, Other): .....

First name: .....

Surname: .....

Address: .....

.....

Postcode: .....

Home tel: .....

Work tel: .....

Mobile: .....

Email: .....

*We will use this information to try to contact you if your vehicle is parked in a suspended bay.*

## Vehicle details

Vehicle type:

- Car                       Van                       Motorcycle

Vehicle registration number: .....

Make and model: .....

Colour: .....

Fuel type:

- Petrol  
 Diesel  
 Hybrid  
 Electric  
 Other

## Required documents

- \* A copy of your valid Royal Borough of Kensington and Chelsea issued purple badge.

*Please tick the following boxes to show which other documents you are providing:*

- Privately owned vehicle  
Original vehicle registration certificate (V5C) in your name and address in the Royal Borough of Kensington and Chelsea
- Company/employer owned vehicle  
Letter from the company or your employer, dated within the past three months (**must be supplied**) and vehicle registration certificate (V5C) **or** lease agreement
- Lease or hire vehicle  
Original lease/hire agreement.

For vehicles purchased within the last three months and with no vehicle registration certificate (V5C) a Certificate of Insurance (**must be supplied**) and your New Keeper Supplement (V5C/2) **or** sales invoice **or** letter from the company or your employer dated within the past three months (for company vehicles only).

If your registration document is not in your Kensington and Chelsea address, you must allow the Council to send off the registration document showing your Kensington and Chelsea address to the DVLA.

You must provide us with the original Vehicle Registration Certificate or lease agreement within three months of receiving your permit otherwise your permit will cease to be valid.

## Declaration

I have read and understood the terms and conditions of the Council's Disabled residents' parking scheme as detailed in section two of the Council's *Housing Management Residents' Parking Guide*.

I understand that by signing this, I accept all the terms and conditions under which the permit is issued.

I understand the Council may terminate this agreement by giving one week's written notice.

I shall advise the Council of any change in circumstance including a change of address and/or a change of vehicle.

I confirm that the information I have supplied is accurate and true. I understand that it is a criminal offence to give untrue or misleading information or to withhold information and if I do so I may be prosecuted and face an unlimited fine or a term of up to 10 years' imprisonment or both and I may be refused another permit regardless of whether I meet the eligibility criteria.

Signature .....

Date .....

*The information you have provided to Housing Management will only be used to process your application for a parking permit. Your information will not be used for other purposes, we will not collect any additional information about you and we will not share your data with other Council Departments and or external bodies. If we intend to use your information for any other purpose, we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so, to provide a complete service to you, or if there is a risk of serious harm or threat to life. The Council will retain your information in accordance with our retention schedule and it will be held securely.*

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See next page for information on returning the form:

- Please email this form to [HM-Parking@rbkc.gov.uk](mailto:HM-Parking@rbkc.gov.uk)
- Alternatively, you can return by post to:

Royal Borough of Kensington and Chelsea Estate Parking  
Network Hub  
292a Kensal Road  
London  
W10 5BE

- Apply in person at one of our offices

**Network Hub**

292a Kensal Road, London W10 5BE  
Opening hours: Monday to Friday 9am to 5pm.

**World's End Estate Office**

Blantyre Street, London SW10 0DS  
Opening hours: Monday to Friday 9am to 5pm.

Copies of documents can be supplied with this form via email, post, or in person at our offices. If you are applying via email, then please include scanned copies. If you are applying via post or in-person, all documents must be originals, which will be returned to you. We do not accept photocopies.