



Housing estate parking permit application form for residents

April 2019

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 copy of the completed form and documents requested.

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.

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

Please note we will not issue more than three permits per household.

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.

Number of existing Council estate parking permits in my household:

Do you currently hold a Council estate permit or rent a garage?

Yes

No

If yes, please state the location and the reference number if known.

Type of parking you are applying for

Please indicate the type of parking permit now required:

Permit to park in a parking bay

Permit to park in a lock-up garage

Please state your preferred Council estate for parking
(full listing on page five)

Proof of residence for non-housing estate residents

If you are a Council tenant or leaseholder, we will already have proof of your residence.

If you are a family member or sub-tenant of a leaseholder or lodger of a tenant, a signed letter by the named person on the tenancy or lease establishing your relationship with them is required.

If you do not live on a Council housing estate, please provide **two** items from the list below showing your name and address. Please note that you must be a resident of the Royal Borough of Kensington and Chelsea as we cannot provide estate parking permits to people who live outside of the borough.

Please tick two of the following boxes to show which documents you are providing:

- Housing Benefit letter
- Council Tax statement
- Landline telephone bill
- Bank statement
- A utility company bill
- A broadband service provider bill

Vehicle details

Vehicle type:

- Car Van Motorcycle

Vehicle registration number:

Make and model:

Colour:

Fuel type:

- Petrol
 Diesel
 Hybrid
 Electric
 Other

Proof that you are the main user and keeper of the vehicle

Please tick the following boxes to show which 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.

Car permit prices

Once you are offered a permit, the first payment must be made three months in advance. Payment may be made over the phone by calling 0800 137 111 and asking for the Rent Income Team or alternatively you can pay at the Post Office.

Payments are then taken by Direct Debit or Standing Order for each calendar month.

Parking charges differ by the type and location of the facility, and whether or not the permit holder is an estate resident. See separate list for current charges.

Declaration

I have read and understood the terms and conditions of the Council's 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 that 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.

- Please email this form along with your V5C and disabled documents (if you are applying for a disabled permit) to **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

- Or hand deliver to one of our offices listed below

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.

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