



Multi-reg housing estate parking permit application form

May 2018

The multi-registration (multi-reg) parking permit is a free permit. It is only issued when there is a clear need for regular and on-going visitor parking, for example, the vehicles of carers visiting a resident to provide personal support. The multi-reg permit is only issued to Council tenants and leaseholders and not to care agencies.

A multi-reg parking permit will only be granted for use with multiple vehicles once the resident has demonstrated a need for the permit and an independent professional has verified this need.

If 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 enclosing a letter signed by a qualified healthcare professional or Council social services employee evidencing your need for the permit. You can return the completed form and letter to us 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 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:

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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.

Requested parking location

Please state your preferred Council estate for parking

Documentation

Please include a letter of need on letter-headed paper, signed by a qualified healthcare professional or Council social services employee.

Declaration

I have read and understood the terms and conditions of the Council's multi-reg 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.

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- Please email this form 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

- Apply in person at one of our offices (see next page):

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.