

Application for Visitor Vouchers

Please return this completed form for: London Borough of Hackney, PO BOX 39054, London, E8 1WS

Part 1. Applicant details (IN BLOCK CAPITALS)

Title (Mr/Mrs/Ms/Miss/other):	First name:
Surname:	
Address:	
Postcode:	
Telephone:	Mobile:
Email address:	

Part 2. Voucher details

If you are a blue badge holder or over 60 you may obtain 2 books of vouchers per month at concessionary rate, as long as you include a copy of your blue badge or appropriate proof of age (such as NHS card. Passport or Freedom card).

I would like		Book(s) at the standard rate of £12.50
I would like		Book(s) at the concessionary rate of £6.25 per book

Part 3. Payment details

I enclose cheque/postal order payable to London Borough of Hackney	Total amount: £
--	-----------------

OFFICE USE ONLY	Permit No:	CPZ Zone:
------------------------	------------	-----------

Application for Visitor Vouchers

Supporting documents required

1. **As proof of residency**, a photocopy of any of the following showing your name and address as provided in Part 1:

- A. Public utility bill issued within the last three months (gas, electric, water, land line phone) mobile phone bills not accepted.
- B. Rent book
- C. Council tax statement (for the current financial year)
- D. Bank statement issued within the last three months (current or savings account)
- E. For new residents, a legally drawn letter from the landlord or estate agent valid for the full life of the permit (hand written documents will not be accepted) OR solicitors letter confirming completion.

Please note that Driving Licences are not acceptable

Part 4. Declaration, to be signed by all applicants

- 1. I hereby certify that I reside at the address shown in part 1 for five or more nights a week and wish to apply for Visitor Voucher book(s).
- 2. I shall immediately surrender the Visitor Voucher Book(s) to the Council in the event of any of the following circumstances occurring:
 - A. I cease to reside in the parking zone for which the permit has been issued.
 - B. The Council withdraws the visitor voucher or it ceases to be valid for any other reason.
- 3. I confirm that I have read and understood all the terms of use shown on this form.
- 4. I understand that my permit will be invalid in the case that the terms of use are breached and my vehicle will be subject to enforcement.
- 5. I understand that you may use the information provided on this form in line with Data Protection Act 1998, and that it may be passed to other Council departments, the DVLA or any other bodies to help prevent and detect fraud.
- 6. I declare that all the information I have given in this application is correct.

The responsibility to renew a permit rests with the applicant. Failure to enclose the required documents will delay your application. A false statement may render an applicant liable to prosecution.

Signature

Date: / /

It is an offence under the vehicle (excise) Act 1962 (section 7) to park or keep any mechanically propelled vehicle on a public road if the vehicle is unlicensed, and it is an offence under the Road Vehicles (Registration and Licensing) Regulations 1964 (section 20) to keep such a vehicle on a public road if the licence is not displayed in the vehicle.

Application for Visitor Vouchers

Terms of use for visitor vouchers

1. Your entitlement to a visitor voucher

- Your permanent address is within the boundary of a Hackney Controlled Parking Zone (CPZ).
- You do not have to be a vehicle owner to purchase visitors vouchers.
- Residents living on housing estates can apply for visitor vouchers to park on the public highway. Your local neighbourhood office can give you more details on estate parking schemes.
- You don't need a permit for motorcycles and mopeds, which you can park for free of charge. In streets with motorcycle bays you must use those otherwise you can park in residents, business, permit holder and shared use bays, at the end of the bay and perpendicular to the kerb.
- The vehicle using the voucher must display a valid tax disc at all times.

2. Where and how to use a visitor voucher

- A visitor voucher does not guarantee a parking space
- Vouchers must be clearly displayed on your vehicles front windscreen in order for the details to be easily read. The zone displayed on the voucher must match the zone in which you park.
- A visitor voucher enables the holder to park in any vacant on street resident permit holders bay and, if applicable, shared use permit bays within the zone of issue as specified on the voucher. The restricted hours will be displayed at the entry points to the zone and in some cases on signs adjacent to the bays.
- Visitor vouchers are not valid for parking in suspended bays.
- Visitor vouchers are not valid for parking in business permit bays, pay and display bays, yellow lines or off street (housing estates, car parks).
- The validity duration of each voucher depends on the zone, but is typically 5/6 hours. If you intend to park for more than 5/6 hours then two or more vouchers must be displayed covering the period or when one voucher expires display another.
- Please note that visitor vouchers can only be used when the vehicles occupants are visiting the address on the front of the application form.
- The vehicle can be a passenger vehicle or a goods vehicle. The overall height must not exceed 2.27m, the length must not exceed 5.25m and the un-laden weight limit must not exceed 3.5T.
- The vehicle must park entirely within the bay markings
- **Vouchers are non-transferable.**
- **Vouchers are not refundable.**

3. A book of 10 voucher's £12.50 (maximum of 10 books per month)

If you are a Blue Badge holder or over 60 you may obtain two books of visitor vouchers per month at £6.25, as long as you include a copy of your Blue Badge or appropriate proof of age (such as NHS card, passport or Freedom Card) when you complete the form and send in the appropriate documents.

Application for Visitor Vouchers

Terms of use for visitor vouchers (continued)

4. Suspensions

Your permit is not valid in suspended bays. This will result in a parking ticket being issued and your vehicle maybe relocated or removed to the car pound. Please check the signs carefully for the times when the suspension is enforced.

5. Preventing Fraud

The Council considers fraud and attempted fraud to be extremely serious matters and will not hesitate to take preventative, remedial or punitive actions against any person or organisation suspected of fraud or attempted fraud. Permits remain the property of the Council and the Council reserves the right to withdraw any permit without giving prior notice or reason – and your vehicle may be issued with a penalty charge notice or removed.