

Application for a Parking Dispensation

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. Dispensation details

Address:

Postcode:

Date(s) required:

to

Time required:

Please tick:

Van

Car

Vehicle registration:

Reason required:

Part 3. Payment details (does not apply to Weddings & Funerals)

I enclose cheque/postal order payable to London Borough of Hackney

Total amount: £

Daily charge per bay and vehicle: £16

Weekly charge per bay and vehicle: £64

Signature:

Application for a Dispensation

Supporting documents

Reason for Dispensation	Proof Required
Carrying out works at a business	<ul style="list-style-type: none">○ Proof of residency or occupancy (utility bill, rent agreement or bank statement). OR <ul style="list-style-type: none">○ Proof of works (invoice or job sheet).
Business Removal	<ul style="list-style-type: none">○ Proof of business (business card, company letter headed letter of works). OR <ul style="list-style-type: none">○ Removal company details.
Domestic Removal	<ul style="list-style-type: none">○ Proof of residency OR <ul style="list-style-type: none">○ Removal company details
Funeral (maximum 10 vehicles free of charge – all vehicle registration details are required).	<ul style="list-style-type: none">○ Letter from relevant religious leader OR <ul style="list-style-type: none">○ A Death Certificate
Wedding (maximum 2 vehicles free of charge – all vehicle registration details are required).	<ul style="list-style-type: none">○ Letter from relevant religious leader OR <ul style="list-style-type: none">○ Proof of marriage license

Part 4. Declaration, to be signed by all applicants

- A. I confirm that I have read and understood all the terms of use shown on this form.
- B. I understand that my dispensation will be invalid in the case that the terms of use are breached and my vehicle will be subject to enforcement.
- C. I understand that you may use the information provided on this form in line with the 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.
- D. I declare that all the information I have given in this application is correct.

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 a Dispensation

Terms of use for a Parking Dispensation

Hackney Council may change these terms at any time by posting changes on the website www.hackney.gov.uk, in Hackney Today or via the customer information guideline sheet. Please review these terms regularly to ensure you are aware of any changes made. Your continued use of the service after changes are posted means you agree to be legally bound by these terms as updated and amended.

Hackney Council will grant dispensation requests on the term that the desired dispensation does not compromise:

- Traffic flow.
- The balanced parking needs of residents, local businesses and visitors to the borough.

Your entitlement to a Parking Dispensation

- Your permanent address is within the boundary of a Hackney Controlled Parking Zone (CPZ).
- 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.

Dispensation conditions

1. Your entitlement to a parking dispensation

Weddings

- Wedding dispensations are set to a maximum of two. This represents the bridal party.
- The host should be aware of the visitor voucher scheme as a means of accommodating the needs of other attendees for the day.
- The host should be aware of the pay and display parking in the area as a means of accommodating the needs of the other attendees for the day.
-

Funerals

- Service users will be issued with a maximum of ten waivers.

Domestic removals

- Dispensations for domestic removals require a payment of the amounts specified in part 3 of this document for each waiver.

Paid dispensations for business purposes

- Dispensations for business purposes require a payment of the amounts specified in part 3 of this document for each waiver.

2. Where and how to use the Dispensation

- Please note that Hackney Council does not issue dispensations for red routes. To obtain information for parking waivers for red routes please contact Transport for London: www.tfl.gov.uk.
- Dispensations are non refundable
- Dispensations are non transferable

3. What happens if I lose my Dispensation?

If you lose or damage your dispensation it will not be replaced — you would have to purchase a new one at full price.

4. What happens if my Dispensation is stolen?

We will replace it free of charge if you provide us with a valid crime reference number or crime report