

Replacement Permit Application Form

OFFICE USE
ONLY

Permit No.

CPZ Zone

If you have converted your vehicle to run on LPG (Liquefied Petroleum Gas) and your Vehicle Registration Document (V5C) has not been updated indicating the correct fuel type, you will need to provide a copy your vehicle's LPG Conversion Certificates if you wish to qualify for an environmental discount.

Please return this form to: Hackney Parking Services, 2 Hillman Street, London E8 1GR.

Part 1. Particulars of applicant (IN BLOCK CAPITALS)

1. Title (Mr/Mrs/Ms/other) First names in full

Surname

Address

Postcode

Telephone no

Part 2. Particulars of vehicle owned or kept by applicant

2. Current permit number

Current vehicle registration number

New vehicle registration number

Engine size

cc

Part 3. Payment details

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

Amount

£

Payment by Credit/Debit Card: Card type (Amex not accepted)

Credit/Debit card no.

Valid from

Expiry date

Issue No (if applicable)

Name of cardholder and address if different to Part 1

Supporting documents required

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

- Public utility bill issued within the last three months (gas, electric, water, land line phone).
- Rent book.
- Council tax statement (for the current financial year).
- Bank statement issued within the last three months (current or saving account).

Please note that Driving Licences are NOT acceptable.

ii. **As proof of vehicle ownership**, a photocopy of both the Vehicle Registration Document (V5C) **AND** Insurance Certificate both documents showing your name and address as provided in Part 1. **UNLESS** one of the following:

- Company vehicle – A recent letter from your employer written on company headed paper and photocopy of the V5C.
- Hired vehicle – The hiring or leasing agreement showing your name and address as provided in Part 1.
- Newly Purchased vehicle – New keepers supplement (V5C/2) showing your name and address as provided in Part 1.
- Student – Letter from university or college confirming your status, photocopy of the V5C and Insurance Certificate.

Part 4. Declaration, to be signed by all applicants

- (a) I hereby certify that I reside at the address shown at Part 1 for five or more nights a week and wish to apply for one Resident Permit in respect of the vehicle specified in Part 2 of the application.
- (b) I shall immediately surrender the Permit to the Council in the event of any of the following circumstances occurring:
- (i) I cease to reside in the parking zone for which the Permit has been issued.
 - (ii) I have sold/disposed of the vehicle shown on the Permit.
 - (iii) The Council withdraws the Permit or it ceases to be valid for any other reason.
- (c) I confirm that I have read and understood all the terms of use shown on this form.
- (d) 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.
- (e) 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.
- (f) I declare that all the information I have given in this application is correct.

The responsibility to renew a permit rests with the applicant.

**Please note: 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.

1. Your entitlement to a resident's permit

- Your permanent address is within the boundary of a Hackney Controlled Parking Zone (CPZ).
- Your property is not subject to a Section 106 notice which would prevent any incoming owner attaining a resident's parking permit within Hackney.
- Each motorist is entitled to one permit.
- 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.

2. Where and how to use the permit

- A resident's permit enables the holder to park in any vacant on street resident permit holder's bay and, if applicable shared use or general use permit bays within the zone of issue as specified on the permit. The restricted hours will be displayed at the entry points to the zone and in some cases on signs adjacent to the bays.
- A resident permit does not guarantee a parking space.
- You must display a valid tax disc at all times.
- Vehicles must park entirely within the bay markings.
- Resident permits are not valid for parking in business permit bays, pay & display bays, yellow lines, housing estates or car parks.
- Resident permits are not valid for parking in suspended bays.
- Resident permit must be clearly displayed on your vehicle's front windscreen in order for the details to be easily read.
- Resident permits are only valid for the vehicle registration stated on the application form and on the permit.
- Resident permits are non transferable.

3. Proof of fuel type

If you have converted your vehicle to run on LPG (Liquefied Petroleum Gas) and your Vehicle Registration Document (V5C) has not been updated indicating the correct fuel type, you will need to provide a copy your vehicle's LPG Conversion Certificates if you wish to qualify for an environmental discount.

4. What happens if I lose my resident permit?

If you lose or damage your resident permit it would not be replaced – you would have to purchase a new one at full price.

5. What happens if my resident permit is stolen?

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

6. What happens if I change my vehicle?

You will need to complete the Replacement Permit Application form; this is available on our website (www.hackney.gov.uk/parking), the parking shop 2 Hillman Street, London E8 1FB, and the Hackney Service Centre on tel. 020 8356 8877. If you change to a vehicle in a different pricing band, you will either be eligible for a refund or be required to pay a surcharge based on the difference in prices for the remaining lifetime of the permit. There is an administration charge of £10.

7. What happens if I move house?

If you change your address within the same Controlled Parking Zone and your permit is still valid, you will need to advise us of the changes with correct supporting documents (**proof of residency**).

If you move to a different Controlled Parking Zone and your permit is still valid, you will need to:

- Surrender your current permit to obtain a refund, and
- Complete a new Resident Permit Application Form.

8. Refunds

Refunds are payable for each full calendar month remaining on the permit from the date we receive your refund request. There must be a minimum of 3 months remaining on the permit. There is an administration charge of £10 to process a refund request.

If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

9. Suspensions

Your permit is not valid in suspended bays. The Council or the Police can suspend a resident's parking bay. Signs indicating this are placed in or adjacent to the bay, or over the parking bay sign. Warning signs will be erected at least 3 days prior to the suspension; the Council will endeavour to notify residents in the street by post in advance of the suspension.

Nevertheless, permit holders should ensure that their vehicle is legally parked at all times. If not a vehicle may receive a Penalty Charge Notice (PCN) and may be removed.

If you leave your vehicle unattended (for example to go on holiday), you should endeavour to make arrangements for the possibility that the bay may be suspended in your absence.

10. Foreign vehicles

To support DVLA regulations, the maximum length of permit we will issue to a foreign-registered vehicle will be 6 months, after which you must register your vehicle with the DVLA and provide proof of UK registration (V5C) before you renew. There will be no exemptions.

11. 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 you may be issued a penalty charge notice, clamped or removed. Examples of circumstances when this may happen include if you do not display a valid tax disc or if you persistently ignore penalty charge notices.