

Resident Parking Permit Terms and Conditions

For more information, or to change your details or renew your permit, contact:

Hackney Council's Parking Service

www.hackney.gov.uk/parking

020 8356 8877

1. You can only have one resident parking permit in your name, even if you have more than one vehicle.
2. A resident parking permit is only valid for the vehicle registration printed on the permit and application form. It is non-transferable and cannot be used in any other vehicle.

Permit start date

3. Your permit start date should be at least five working days after the date of your application and within six weeks from the date of application.

How to use your permit

4. Your permit must be clearly visible on your front windscreen. The recommended place is above or below your tax disc. You must display your actual permit, copies are not acceptable.
5. This permit does not guarantee a parking space and is only valid for parking in designated bays in the Controlled Parking Zone (CPZ) specified on the permit:
6. This 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 CPZ 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.
7. This permit is not valid for parking in business permit bays, pay & display bays, yellow lines, housing estates or car parks.
8. A resident parking permit can be issued to the following vehicles:
 - A car or other passenger vehicle that carries no more than 13 people (including the driver)
 - A van or other goods vehicle that is no more than 2.27 metres high, 5.25 metres long and weighs no more than 3.5 tonnes when it is empty

Suspensions

9. This permit is not valid in suspended bays.
10. If you have to leave your vehicle unattended for an extended period, for example to go on holiday, and there is an urgent need for the bay to be suspended your vehicle may be moved outside of the suspended area.
11. The Council or the Police can suspend a resident parking bay. Yellow suspended parking signs will be placed over the parking bay sign or adjacent to the bay. Warning signs will be erected at least three days prior to the suspension; the Council will also notify residents by post in advance of the suspension.

Renewals

12. It is your responsibility to renew your permit. If your car does not display a valid permit you will be at risk of receiving a penalty charge notice (parking ticket).
13. You can renew your permit up to six weeks before its expiry date.
14. If there are no changes to your details, your permit application, proof of address and vehicle registration will be valid on the Council's system for three years. Therefore, to renew your permit you will only need to provide your signed declaration form and payment. However customers who purchase a **three months** resident parking permit will have to resubmit supporting documents when renewing their permit.

Damaged, lost or stolen resident parking permits

15. If you lose or damage your permit, you have to buy a new one at full price.
16. If your permit is stolen, we will replace it if you have a valid crime reference number or report.

Change of vehicle

17. If you change your vehicle, you need to either reapply for a permit or complete a replacement parking permit application form, available online at www.hackney.gov.uk/parking or by calling 020 8356 8877.

18.If your new vehicle is in a different pricing band, you will either receive a refund or have to pay a surcharge based on the remaining lifetime of your permit. There is also a £10 administration charge.

Change of address

19.If you move out of your CPZ or the borough, you have to return your resident parking permit to Hackney Council's Parking Service.

20.If you move address within your CPZ you will need to advise us of the changes with correct supporting documents.

21.If you move from one CPZ to another within Hackney, you will have to return your old permit to Hackney Council's Parking Service and buy a new one for your new CPZ.

Refunds

22.There must be a minimum of three months remaining on your permit to claim a refund. Refunds are payable for each full calendar month remaining on the permit from the date we receive your refund request. There is also a £20 administration charge to process a refund request.

23.Please note if your permit is cancelled because of fraud or misuse, you will not be eligible for a refund.

Foreign vehicles

24.In accordance with DVLA regulations, we will only issue a foreign-registered vehicle with a permit for the maximum of six months. To renew your permit you must register your vehicle with the DVLA and provide proof of UK registration with a vehicle registration document (V5C/logbook).

Preventing fraud

25.The Council will take preventative, remedial or punitive actions against any person or organisation suspected of fraud or attempted fraud. This includes failure to display a valid tax disc or if you persistently ignore penalty charge notices.

26.If you pay for a resident parking permit by cheque, credit or debit card and your bank refuses to make the payment, the permit will be considered invalid and your vehicle can be issued a penalty charge notice (parking ticket) or removed.

27. Resident parking permits are Council property. The Council has the right to withdraw any permit without giving prior notice or reason. Your vehicle may also be issued a penalty charge notice (parking ticket) or removed.
28. It is an offence under the Vehicle (Excise) Act 1962 (Section 7) to park or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed, and it is an offence under Road Vehicles (Registration and Licensing) Regulations (Section 20) to keep such a vehicle on a public road if the licence is not displayed in the vehicle.