

# Application for Visitor Vouchers

OFFICE USE  
ONLY

Account No.

CPZ Zone

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

## Part 1. Particulars of applicant (IN BLOCK CAPITALS)

I. Title (Mr/Mrs/Ms/other)

First names in full

Surname

Address

Postcode

Telephone no

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, Freedom card).

I would like  books at the concessionary rate. (**£4.50 each book**)

I would like  books at the standard rate. (**£9.00 each book**)

## 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 I:
- a) Public utility bill issued within the last three months (gas, electric, water, land line phone).
  - b) Rent book.
  - c) Council tax statement (for the current financial year).
  - d) Bank statement issued within the last three months (current or saving account).
  - e) **For new residents**, a legally drawn tenancy agreement 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

- (a) I hereby certify that I reside at the address shown at Part I for five or more nights a week and wish to apply for a Visitor Voucher book(s).
- (b) I shall immediately surrender the Visitor Voucher book(s) 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 book has been issued.
  - (iii) The Council withdraws the Visitor Voucher book(s) 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 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 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.

## N.B. The onus 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 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 visitor's vouchers.
- Residents living on housing estates can apply for visitor's vouchers to park on the public highway. Your local neighbourhood office can give you more details of Estate Parking schemes.
- You don't need a permit for motorcycles and mopeds, which you can park 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 your visitor vouchers

- A Visitor's voucher does not guarantee a parking space.
- Vouchers must be clearly displayed on your vehicle's 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's voucher 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 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 & display bays, yellow lines, 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 vehicle's 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.
- Vehicles must park entirely within the bay markings.
- **Vouchers are non transferable.**
- **Vouchers are not refundable.**

### 3. Pricing

*A book of 10 voucher's £9.00 (maximum of 10 books per month)*

If you are a Blue Badge holder or over 60 you may obtain a **50% discount for two books of visitor's Vouchers per month**, as long as you include a copy of your Blue Badge or appropriate proof of age (such as NHS card, Passport, Freedom card) when you complete the form and send in the appropriate documents.

### 4. 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.

## **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 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.