

Application for a Companion Badge

OFFICE USE
ONLY

Permit No.

CPZ Zone

Please return this form to:
Hackney Parking Services, 275 Mare 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. Vehicle registration no

Engine size

cc

Part 3. Blue Badge details

Blue badge serial number:

Blue badge expiry date:

Supporting documents required

- i. **Proof of Blue Badge**, a photocopy of both sides of the blue badge showing the name as provided in Part 1
- ii. **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).
 - 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.

- iii. **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:
 - a. Hired vehicle - The hiring or leasing agreement showing your name and address as provided in Part 1.
 - b. Newly Purchased vehicle – New keepers supplement (V5C/2) showing your name and address as provided in Part 1 (only one 3 month permit will be issued, after which you must produce other forms of proof).
 - c. Blue badge holder is a passenger- The vehicle owner will need to provide both Vehicle Registration Document (V5C) and Insurance Certificate both documents showing address as provided in Part 1. If address is different then Blue Badge holder will also need to provide a doctor's letter indicating that the vehicle owner is their sole carer.

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 hold a valid Blue badge and wish to apply for one Companion badge in respect of the vehicle specified in Part 2 of the application.
- (b) I shall immediately surrender the Companion badge 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 Companion badge 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 companion badge 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 companion badge

- Your permanent address is within London borough of a Hackney.
- That you hold a valid Hackney Blue Badge.
- Each Blue Badge holder is entitled to one companion badge only.
- The vehicle can be a passenger vehicle or a goods vehicle. The overall height must not exceed 2.27 m, 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 companion badge

- A companion badge does not guarantee a parking space.
- A companion badge enables the holder to park within the borough of Hackney on single yellow or double yellow lines for up to 3 hours, pay & display & residents bays in the home zone. For all the above the accompanying clock MUST be displayed at all times.
- You must display a valid tax disc at all times.
- The vehicle must park entirely within the bay markings.
- Companion badges are not valid for parking in business permit bays, housing estates or car parks.
- Companion badges are not valid for parking in suspended bays.
- Companion badges are not valid for parking in **red routes**.
- Companion badge must be clearly displayed on your vehicle front windscreen along with the clock in order for the details to be easily read.
- Companion badges are only valid for the vehicle registration stated on the application form and on the permit.
- Companion badges are non transferable.
- Companion badges are not required for motorcycles, which can park free of charge in permit and shared use bays, if parked at the end of the bay perpendicular to the kerb.

3. What happens if my companion badge is stolen?

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

4. 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 275 Mare Street, London E8 1GR, and the Hackney Service Centre on tel. 020 8356 8877. There is an administration charge of £10.

5. What happens if I move house?

If the companion badge holder moves out of the zone / Borough then the companion badge must be returned.

If the companion badge holder moves from one CPZ within the borough to another then you can apply for a zone transfer. There is a £10 fee for this service.

6. 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.

7. 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.