

The Parking Team, London Borough of Barnet, PO BOX 27284, N11 1YB

Housing Permit Application Form

Please complete this application form using BLOCK CAPITALS and return it to the address above.

A Permit Charges

Permit Type	Charge
First vehicle	FREE
Second vehicle	£35.00
Third vehicle	£65.00

All permits are issued on the basis of postal address and a maximum of three permits may be issued per household.

We are unable to issue a housing permit for a passenger vehicle constructed for the carriage of more than twelve passengers or for a goods vehicle more than 2.3 metres in height.

B First vehicle permit application Charge: Free Office Use Only

Title (Mr/Mrs/Miss/Ms/Other) Full Name

Address

..... Post Code

Telephone No Length of Time at Address

Vehicle Details: Make Model

Colour Registration

Please read the Conditions of Use and sign the Declaration to say that you understand and accept them

Signed Date

C Second vehicle permit application Charge: £35 Office Use Only

Title (Mr/Mrs/Miss/Ms/Other) Full Name

Address

..... Post Code

Telephone No Length of Time at Address

Vehicle Details: Make Model

Colour Registration

Please read the Conditions of Use and sign the Declaration to say that you understand and accept the conditions.

Signed Date

D Third vehicle permit application

Charge: £65

Office Use Only

Title (Mr/Mrs/Miss/Ms/Other) Full Name

Address

..... Post Code

Telephone No Length of Time at Address

Vehicle Details: Make Model

Colour Registration

Please read the Conditions of Use and sign the Declaration to say that you understand and accept the conditions.

Signed Date

Declaration – By signing this and any of the foregoing sections:

1. I declare that I live at the address given and wish to apply for one or more housing parking permits in respect of the vehicles described.
2. I understand that any permit issued to me by the Council is in respect of the said vehicle(s) and that any permit issued must be surrendered to the Council if:
 - (a) I cease to be a resident within the zone, which the permit is issued;
 - (b) I cease to own the vehicle specified in this application;
 - (c) The vehicle specified in this application is a passenger vehicle and is adapted solely for the carriage of more than twelve passengers.
 - (d) The vehicle specified in this application is a goods carrying vehicle and is adapted in such a manner that it exceeds 2.3m in height; or
 - (e) I am issued with a duplicate permit.
3. I understand that the validity of the permit is conditional on it being displayed in the front or near-side window of the vehicle so that all details on the front of the permit are clearly visible from outside the vehicle.

Signed Date

Proof Of Residence And Proof Of Vehicle Ownership Must Accompany All Parking Permit Applications

Please send copies of documents to support your application with this form by post. We do not have a public counter. All documents must clearly show your current name and address.

Please provide *one* of the following documents as proof of residency:

- Recent Utility Bill (within the last 6 months) - Gas, Electric, Water or Land-Line Telephone, (**not** a mobile phone bill)
- Council or housing trust rent book,
- A valid flat or house contents insurance policy,
- Benefits or pension book,
- Current Council Tax Bill,
- Tenancy agreement,
- Recent (within the last 6 months) Bank or Building Society statement, or
- Tick here if you are a current Resident Permit Holder.

Please provide *one* of the following documents as proof of vehicle ownership:

- Vehicle Registration Document showing the same name and address as the proof of residence.
- Insurance Document showing the applicant as the Main Policy Holder with the vehicle insured at the same address as the proof of residence.
- Company Car Applicants must have a recent dated and signed letter from their employer stating that the applicant is an employee of the Company and confirming the Vehicle Registration Number and the Address where the vehicle will be kept.
- Applicants with a long-term lease or hire vehicle must provide a copy of the agreement showing the same address as the proof of residence.

If you have recently moved to the Barnet and cannot provide the information requested overleaf please provide one proof from each of the two categories below.

Proof Of Residency:

- **A letter of completion** on a newly purchased property. The letter must state that the transaction has been completed and is not s for completion at a future date.

Proof Of Vehicle Ownership:

- **A temporary motor insurance cover note** and your Vehicle Registration Document at your previous address.
- Motor Insurance stating the Applicant as a **named driver**.