

RESIDENT PERMITS - GUIDANCE NOTES AND CONDITIONS OF USE

1 HOW TO APPLY FOR A PERMIT

Please write clearly in BLOCK CAPITAL LETTERS and remember to tick all the relevant boxes. These notes will help you to fill in the form correctly. We will return it to you if you have not filled it in properly or enclosed the relevant documents. This will delay us in issuing your permit.

You need to post your form to the address shown at the end of these notes. Please enclose PHOTOCOPIES of the documentation required and payment for the permits. If you are paying by cheque please write your name and address on the back and make it payable to "London Borough of Barnet". Please do not send cash in the post.

We aim to process postal applications within 10 working days but you should allow at least 15 working days to make sure you receive your permit before your old one expires. You can renew your permit any time in the month before it runs out. We only send permits to your address in the zone. We will return your permit to you by normal post.

2 IF YOU NEED TO CONTACT US

If you have any questions or need help filling in this form, please contact the Parking Permit Team whose address and telephone numbers are shown at the end of this leaflet. We may record telephone calls for training purposes.

3 HOW MUCH DO PERMITS COST?

A maximum of three permits can be bought for each separate postal address. Shared accommodation where rooms are rented out are considered to be one address. If applications from a single address are sent in separately then the first received will be charged £40 and the second £70 etc.

1st permit	£40
2nd permit	£70
3rd permit	£70
"green" permit	£15

If a vehicle is gas/electric or dual fuelled or equivalent, a "green" permit will be issued at a cost of £15.

If an additional permit is required then a temporary permit may be bought. The charge for this is £35 for three months and each request will be treated on its merits.

If multiple applications are received without the full amount, they will all be returned with a request for full payment.

4 WHO QUALIFIES FOR A PERMIT?

You can buy a resident permit provided you live in a Controlled Parking Zone and you meet the following conditions:

- The vehicle registration document confirms your name and address;
- Company cars applicants must have a letter from their employer stating the applicant is an employee of the company, the vehicle registration number, the address where the vehicle will be kept and must be signed;
- Applicants with a lease or hire vehicle must have a copy of the agreement confirming your name and address;
- You do not already hold a resident parking permit for any other zone in this borough;
- Your vehicle is under 2.3m in height;
- Your vehicle is not designed for more than 12 passengers (not counting the driver).

Vehicles displaying valid disabled badges and motorcycles are not required to purchase resident permits in the London Borough of Barnet.

5 WHO DOES NOT QUALIFY?

You will not qualify for a permit if:

- You own a property in the zone but live elsewhere;
- You work in the zone but live elsewhere;
- You are domestic staff (e.g. nanny) but live outside the zone (see Section 12);
- The vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA);
- You borrow or share a vehicle (see Section 8);

6 WHERE CAN I PARK WITH A PERMIT?

Your permit entitles you to park in a "Permit Holders Only" parking place during the controlled hours, making sure that the same letters displayed on the permit appear on the signs. The parking places vary in length and are not divided up into individual spaces. You are not allowed to reserve a specific space and you must park your vehicle so that the wheels are wholly within the bay markings.

Parking places may be suspended by any person duly authorised by the Council or the police. Do not park in a parking place where signs indicated it is suspended.

Buying a parking permit will not guarantee that a parking space will be available.

7 WHERE DO I PUT MY PERMIT?

Place your permit on the passenger side of the vehicle windscreen next to your tax disc. You are responsible for making sure that your permit can be seen clearly at all times. The permit is the same size as a tax disc and standard holders can be used for this.

8 HIRE AND LEASE VEHICLES

If you hire, lease or rent a vehicle, you must send us a copy of the agreement which shows your name and address with your application form. If there are any other drivers named in the agreement they must also be resident at the same address.

9 CHANGING YOUR ADDRESS

Moving to a Controlled Parking Zone

If you have moved into your home in the last three months and cannot provide the necessary proof of where you live, we will issue a permit if you produce a solicitor's letter confirming that the sale has been completed or a new tenancy agreement.

Moving within a Controlled Parking Zone

If you have moved into a different house within the same zone you can continue to use your permit but you must let us know and send us one of the following documents as proof of residence: current utility bill, Council or housing trust rent book, benefits or pension book, Council tax bill, tenancy agreement or current bank or building society statement.

Moving to a new Controlled Parking Zone

If you have moved into a different house within another zone you must not alter your existing permit. Instead you must return your original permit, together with proof of residency (see above for accepted proof of residency). Please contact us to arrange temporary dispensation before you return your old permit.

10 CHANGING YOUR NAME

If you change your name you can continue to use your permit but you need to let us know so that we can update our records. You need to send us proof of your new name such as a copy of your marriage certificate.

11 CHANGE OF VEHICLE

If you have changed your vehicle you must not alter your existing permit. Instead you must return your original permit, together with 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, letter from employer if the vehicle is a company car or the hire agreement if the vehicle is on long-term lease. The first change is free of charge, any subsequent changes for the same permit will cost £10. **Please contact us to arrange temporary dispensation before you return your old permit.**

12 TEMPORARY PERMITS

We are unable to issue annual permits for nannies, housekeepers or builders. However, we can arrange a temporary, three-month permit. If you work as a nanny or housekeeper we require a copy of the vehicle registration document and a letter from the employer confirming this and stating the work address. For builders, we again require a copy of the vehicle registration document as well as a letter from the property owner confirming the work.

13 LOST OR DESTROYED PERMITS

If your permit has been lost or destroyed you will have to pay an administration fee of £10 for a replacement permit which will show the same expiry date as your previous permit.

14 STOLEN PERMITS

If your permit has been stolen and you provide a Police crime reference number, we will issue you with a new permit free of charge. The new permit will show the same expiry date as your previous permit.

15 STOLEN VEHICLES

If your vehicle has been stolen and you need a permit for a permanent replacement vehicle then you can either apply for a new permit or change the vehicle details on your old permit (see Section 11).

16 RETURNING YOUR PERMIT

If you no longer need your permit or are no longer eligible for your permit you must return it to the Parking Permit Team. We will send you a refund for the remaining full months. If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund. We do not give refunds for temporary three-month permits.

17 REPORTING PERMIT FRAUD

We try to make sure that only eligible people hold a current permit and every effort is made to detect fraudulent applications and permit use.

If you think that someone is using a permit they are not entitled to please call the Parking Permit Team on 020 8359 7580/7581/7582.

We will keep your details confidential.

Applications and enquiries should be made to:

**Parking Permit Team
London Borough of Barnet
PO Box 27284
London N11 1YB**

**Tel: 020 8359 7580/7581/7582
e-mail: parking.permit-team@barnet.gov.uk
Monday to Friday 9am to 5pm**

Please keep this information for future reference.