



# On Street Resident Parking Permit First Time and Renewal

## Application Pack **1**



September 2011

### 1. Where to apply

#### Online

[www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking)

You can apply for a first time permit and renew your permit online. All you will need is:

- Your address and vehicle details
- Debit or Credit card to make payment
- Vehicle Proof (not required for renewals) – See vehicle proof documents below
- Residency Proof – see residency proof below (You may not be required to submit residency proof if you apply online and your name and address is validated via the council tax register)

#### Libraries

If you do not have access to the internet or need assistance with your online application, visit a library and use a 'Your One Stop Express Machine'.

For more information on library locations visit

[www.westminster.gov.uk/youronestopparking](http://www.westminster.gov.uk/youronestopparking) or call **020 7823 4567**.

This is a self service machine however a member of staff will be available to assist you. All you will need to bring with you is:

- Your address and vehicle details
- Debit or Credit card to make payment

- Vehicle Proof (not required for renewals) – See vehicle proof below
- Residency Proof – see residency proof below (You may not be required to submit residency proof if you apply via the online assisted self serve facility and your name and address is validated via the council tax register)

#### By Post

You can complete this application form and post your completed application with all relevant copies of proof documents and payment to:

Permits Administration, PO 5744, Dingwall, IV15 9WW

#### Cash Payments

If you need to pay by cash please call **020 7823 4567** or visit [www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking) for information on alternative payment option. **Do not send cash by post.**

### 2. Qualification for a permit

- Your sole or main home must be in a controlled parking zone (excluding residents of Crown or Royal Parks property) in the City of Westminster.
- All documents must be at the same Westminster address.

- You must be the keeper of a vehicle that is solely driven by you and kept in Westminster.
- You can demonstrate the above by providing the proofs requested by the Council with your application form.
- We will not issue cover for vehicles that are not insured in Westminster and kept here.
- If you have three or more unpaid Penalty Charge Notices at Order for Recovery stage we reserve the right not to issue a permit to you.
- Only one permit will be issued per applicant.

### 3. Terms and conditions

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1. A permit will be issued according to the parking zone you live in.
2. The Council cannot guarantee a parking space will always be available to you.
3. It is your responsibility to ensure that your vehicle is legally parked at all times.
4. You must ensure that your permit is valid at all times and displayed on your windscreen. As motorcycles are issued with electronic residents' permits, there is no need for a physical, paper resident's permit to be displayed on a motorcycle.
5. Your resident parking permit entitles you to park in "Resident Permit Holders Only" bays in the zone for which the permit is issued. It also entitles you to park in paid for parking bays in that zone without payment for the first and last hours of controls. Motorcycles can additionally park in motorcycle bays in all zones in Westminster.
6. You **must** not park in suspended parking bays. This will result in enforcement action being taken. Where possible we will try to issue a warning on street in advance but in emergencies this may not be possible. Please do not leave your vehicle without checking it regularly, especially at the start of controlled hours each day at 8.30am. This is particularly important if you park in paid for parking bays for the first hour of each day. No advanced warning is given on these bays. You can obtain information about known suspensions booked in your area by calling **0207 641 6850**.
7. The on-street resident parking permit is not valid on private housing estates, including council estates.
8. Your vehicle must be able to fit within the markings of the parking place and be:
  - A passenger vehicle that does not exceed 6 metres in length and can carry no more than 13 people including the driver; **or**
  - A goods carrying vehicle that is no more than 2.44 metres (8ft) high; **or**
  - A motorcycle; **or**
  - An invalid carriage
9. You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.
10. Your vehicle must be roadworthy and display a valid road tax license at all times. Where a vehicle is considered as unroadworthy by the council or is untaxed the permit will be withdrawn without refund and enforcement action taken. Any cost incurred by the council will be passed on to the keeper of the vehicle.
11. If you need to use a courtesy or hire vehicle because your own is off the road temporarily, or you need to change the details on a new vehicles straight away, the Council can give temporary cover for 14 days. To apply, contact us with your current permit reference number, and the details of the replacement vehicle. A unique reference number (URN) will be issued immediately and this must be displayed next to your existing permit in your replacement vehicle. There is no requirement to display the URN on a motorcycle, the system will be updated with the new vehicle details. Please note that a URN is subject to the same terms and conditions as a resident permit.

**11a.** There is a £10 charge for each URN.

A URN cannot be reissued unless a further period of 14 days has elapsed.

## 4. Special vehicle types

### Eco Vehicles

You may qualify for a 100% discount on the permit charge if your vehicle is classified within the following eco groups:

- **Electric** – solely powered by electricity when in normal use and produces no emissions.
- **Gas** – gaseous fuels such as LPG, CNG and/or hydrogen.
- **Hybrid** – a parallel system in which a petrol, diesel or gas engine provides the main power to the vehicle with an electric motor assisting when needed. Examples of hybrid vehicles are the Toyota Prius, Honda Insight or Honda IMA.
- **Fuel Cell** – a static device that converts the chemical energy in a natural gas into electricity and hot water through an electrochemical process.

If you are applying for a first time eco permit you must be able to prove that your vehicle qualifies as an eco vehicle. Please see the 'Proof of Eco Qualification' section.

If you have an eco vehicle you can apply online or via post.

### Motorcycles

The resident's permit scheme differs slightly for motorcycles. The main differences to the standard scheme for cars are as follows:

- The charge for a residents permit for a motorcycle only is £50 per annum regardless of engine size.
- Resident's permits for motorcycles are 'virtual' electronic permits administered through the City Council's Pay by Phone scheme rather than physical, paper permits that need to be displayed on the vehicle.
- As well as allowing the motorcycle to park in residents' bays in the permit holder's zone of residence, a resident's permit for a motorcycle also allows the vehicle to be parked in any motorcycle bay throughout the borough without further payment.
- A motorcycle can be added to an existing permit for a car, although this would incur a standard £10 administration fee.

### Foreign vehicles

We have special rules for vehicles registered abroad. First time applications must be made by post.

The vehicle must be kept in Westminster, which must be the main address. We will issue a permit providing one-month temporary cover to enable the applicant to start registering the vehicle. During the temporary cover period (1st month), the applicant must be able to provide evidence that the vehicle registration process has been commenced otherwise extensions to their permit will not be allowed.

For further information please visit our website [www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking) or contact us on **020 7823 4567**.

## 5. Annual permit charges

Vehicle Type	Postal and Face to Face Price	Online Price
Engine 1200cc & above	£132.00	£115.00
Engine below 1200cc	£94.00	£83.00
Eco Vehicle: Electric, gas, hybrid, fuel cell	Free	Free
Motorcycle	£50.00	£50.00

The full annual charge is payable if you:

- cannot show us that your vehicle qualifies for the 100% discount immediately (the highest charge applies).
- have two vehicles on your permit and only one is an eco vehicle or a motorcycle
- are changing your permit which is for an eco vehicle or motorcycle to a petrol/diesel vehicle. The charge applies according to the engine size of the new vehicle.
- have two vehicles on the permit that are petrol/diesel, the charge will apply to the vehicle with the highest engine size.
- have been issued with an interim permit while you produce the remaining documents.

## 6. Refunds

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1. Refund requests must be made by completing application form 2 and posted to the Westminster Parking Permits address.
2. If you fail to submit remaining proof or submit false documents you will not be entitled to a refund

## 7. Vehicle proof documents

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### Privately-owned vehicles

- The vehicle registration document (V5C) in your name and showing your Westminster address.
- A valid motor insurance certificate showing the vehicle registration number, Westminster address, dates of cover and you as the named or main driver of the vehicle. If all the details are not on the certificate, you must produce an accompanying schedule or related policy document showing the policy number and the missing details. We will not accept insurance documents showing addresses outside Westminster.

### Privately-hired/leased vehicles

- The hire agreement. The agreement must show the vehicle registration number, your name, dates of cover and the Westminster address.
- The insurance statement – this is normally found within the hire agreement terms, but where this is not the case, a separate certificate must be produced showing the vehicle is insured in Westminster for your use.
- If your lease/hire agreement and insurance certificate is in the same document you will only be required to submit one document for a first time permit application.
- We do not accept hire/lease agreements made between private individuals.

### Company-owned vehicles

If the vehicle is provided to you by your employer which is a **limited company** you must produce:

- The vehicle registration document showing the company name and address.
- A letter on company headed paper signed by a senior company official (not related to you) dated within the last month, confirming the vehicle registration number and stating that the vehicle is provided to you for your sole use at your Westminster address and is insured for your use. If the vehicle is provided to you by your employer which is a **non-limited company** or you are a **sole trader** you must produce:

- A vehicle registration document showing the name and address of the company or trading name.
- A Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month, and completed by a senior official of the company or a representative such as the company accountant. This person must not be related to you. It must state that the vehicle is provided to you by the company as the sole driver and is insured for this purpose and kept at the Westminster address. A Statutory Declaration form can be requested by calling **020 7823 4567**

### Company-hired/leased vehicles

- A company letter or Statutory Declaration as above.
- A letter from the hire/lease company confirming the vehicle is on lease to your company and that insurance is included in the terms of the lease.

These documents must be dated within one month.

### Chauffeur vehicles

If you are a resident, own a vehicle and employ a professional chauffeur you must apply in your name and provide the following proof documents:

- A certificate of motor insurance showing the chauffeur as the named driver and the address at which the vehicle is kept in Westminster.
- A vehicle registration document showing you as the keeper at the Westminster address.
- Your chauffeur's full driving licence and two recent payslips or contract of employment.

## Proof of eco qualification (100% discount)

The documents specified below are accepted as proof of eco vehicle status.

### Private and company-owned vehicles

- The vehicle registration document (V5C) showing the qualification as an eco vehicle under the section for 'fuel classification'. In cases where a vehicle was bought as new during or after 2001 the V5C should automatically show this information. For vehicles registered before 2001 that have undergone conversion and the DVLA have been notified, it will appear on the V5C. Where the classification is not shown on the V5C we will require documentation confirming that the vehicle was converted by an approved supplier, as listed in the Transport Energy
- PowerShift Register maintained by the Energy Saving Trust. For more information go to [www.powershift.org.uk](http://www.powershift.org.uk) or contact the Energy Saving Trust on **0845 602 1425**.

### Hired/leased vehicles

- We will accept the V5C, letter from an authorised conversion agent or hire agreement showing that a vehicle meets the eco vehicle classification.

### Fleet-leased vehicles

- If your vehicle is provided by an employer who has a fleet of vehicles on lease, we will accept a statement of confirmation on headed paper from the lease hire company about the eco vehicle classification.

## 8. Your permit start date

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### First Time Applicants

You should enter the date you wish your permit to start.

### Renewal Applicants

You do not need to complete this section as your permit will begin on the day after expiry of your existing permit.

## 9. Proof of residence

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### First Time Applicants

You must provide two proof documents from the list below, showing residence in your name and Westminster address.

Documents issued in joint names are acceptable and one must be dated within the last three months.

### Renewal Applicants

You must provide one proof document from the list below, showing residence in your name and Westminster address. Documents issued in joint names are acceptable and must be dated within the last three months.

Provided your details have not changed, you may complete a renewal online using the PIN number on your renewal reminder letter. (If any of your details have changed you will need to complete a permit change).

You may not be required to submit residency proof if you apply online and your name and address is validated via the Westminster council tax register.

Acceptable Residency Proof Documents:

- Council Tax Statement
- Property Lease Agreement
- Property Purchase Document
- Tenancy Agreement
- Bank statement, or building society statement, or credit card bill
- Electricity bill, or Gas bill or Water bill
- Landline Phone Bill or mobile bill-contract customers only
- Entitlement to local state benefit

### Temporary permits

If you cannot produce all your vehicle and residency proof documents straight away we will issue you with a temporary permit for one month provided that:

- You can show us **at least one** of the required proofs of residence from the list **AND**
- **One** proof of vehicle ownership/use **AND**
- Proof of eco vehicle status (where appropriate).
- You will pay for the permit in full (unless eco qualification is provided).
- Issue of the full annual permit includes the initial month that the interim permit is valid for.

## **PLEASE NOTE**

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All missing documents must be produced during the period of temporary cover. Do not apply if you cannot satisfy the scheme requirements.

**We reserve the right not to issue any permit or refund.**

## **Important – Data Protection**

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Westminster City Council will process your information primarily for the purpose of providing parking services to residents.

We may also use your information to detect and prevent fraud and protect public funds. This will include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the city. We may therefore disclose your information to, or request information from the Driver and Vehicle Licensing Authority (DVLA), Law Enforcement Agencies and other organisations such as Local Authorities. We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators to record data.

We will use the information you provide to recover unpaid Penalty Charge Notices issued in Westminster.

In line with its duty to protect public funds, the council and its agents will undertake investigations involving random auditing of vehicles and users who hold valid parking permits to counter suspected fraudulent use of its parking services. If you wish to complain at the manner in which your personal data has been processed or may be used you should write to the:

Data Protection Officer, Westminster City Council,  
64 Victoria Street, London, SW1E 6QP

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# Westminster City Council Resident Parking Permit Application Form **1** – FIRST TIME AND RENEWALS

For office use only

It is important that you read the instructions carefully before completing your application. Failure to provide the correct proof of document or enclose a payment where necessary will delay your application.

I am a first time applicant **Permit start date** (first time applicants only) Date \_\_\_\_\_ (dd/mm/yy)

I am renewing my permit **Existing Permit No:** \_\_\_\_\_

Title (e.g. Mr, Mrs, Miss, Ms) \_\_\_\_\_ Surname \_\_\_\_\_

First Name \_\_\_\_\_ Post code \_\_\_\_\_

Address \_\_\_\_\_

Home Tel \_\_\_\_\_ Day Tel \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

## Proof of residence

### First time applicants

Provide 2 documents from the list opposite with your name and Westminster address. Joint names are acceptable. At least ONE MUST BE DATED WITHIN THE LAST THREE MONTHS.

### Renewal applications

Provide ONE document from the list opposite, with your name and Westminster address. Joint names are acceptable. It must be DATED WITHIN THE LAST THREE MONTHS.

Please tick the relevant boxes for the documents you are supplying with your application.

- Council Tax
- Bank statement, or building society statement, or credit card bill
- Property Lease Agreement
- Electricity bill, or Gas bill or Water bill
- Property Purchase Document
- Landline Phone Bill or mobile bill-contract customers only
- Tenancy Agreement
- Entitlement to Local State Benefit

## Vehicle details

	Vehicle 1	Vehicle 2 Please skip this section if only applying for 1 vehicle
<b>Vehicle type</b>	<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Motorcycle <input type="checkbox"/> Eco	<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Motorcycle <input type="checkbox"/> Eco
<b>Vehicle registration</b>		
<b>Make &amp; model</b>		
<b>Vehicle colour</b>		
<b>Fuel type</b>	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Elec <input type="checkbox"/> Hybrid <input type="checkbox"/> Other	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Elec <input type="checkbox"/> Hybrid <input type="checkbox"/> Other
<b>Engine size (cc)</b>	<input type="checkbox"/> Less than 1200cc <input type="checkbox"/> More than 1200cc	<input type="checkbox"/> Less than 1200cc <input type="checkbox"/> More than 1200cc

## Proof of vehicle ownership and/or use

### First Time Applicants

Provide 2 documents from the list on the next page with your name and Westminster address. Joint names are acceptable.

### Renewal Applicants

Provide one document from the list on the next page, with your name and Westminster address. Joint names are acceptable.

Please tick the relevant boxes for the documents you are supplying with your application

The vehicle is	Vehicle 1	Vehicle 2	Documents you will be supplying
<b>Privately owned</b>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle registration (V5C) in your name and Westminster address
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of insurance and schedule showing your name and Westminster address
	<input type="checkbox"/>	<input type="checkbox"/>	OR Group policy certificate showing all drivers and vehicles
<b>Company owned</b>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle registration (V5C) in the company name and address
	<input type="checkbox"/>	<input type="checkbox"/>	Company letter (public or limited company)
	<input type="checkbox"/>	<input type="checkbox"/>	Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive
<b>Private hire/ lease</b>	<input type="checkbox"/>	<input type="checkbox"/>	Hire/lease agreement (if your agreement contains a statement of insurance then you do not need to supply an insurance certificate)
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of insurance and schedule showing your name and Westminster Address (not applicable if contained within the lease/hire agreement)
<b>Company hire/lease</b>	<input type="checkbox"/>	<input type="checkbox"/>	Hire/lease agreement or letter from the lease company to applicants employer
	<input type="checkbox"/>	<input type="checkbox"/>	Company letter (limited company)
	<input type="checkbox"/>	<input type="checkbox"/>	Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive (dated within one month)
<b>Chauffeur vehicles</b>	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle registration (V5C) showing the applicant (resident) name and Westminster address
	<input type="checkbox"/>	<input type="checkbox"/>	Contract of employment or 2 payslips, employee's full driving licence and certificate of insurance showing chauffeur as main driver and applicant's (resident's) Westminster address

## Payment

If applying by post you can pay by cheque, postal order or credit/debit card. If you need to pay by cash please call **020 7823 4567** or visit **www.westminster.gov.uk/parking** for information on alternative payment option.

Please make cheques and postal orders made payable to **Westminster City Council**

If you would like to pay by debit/credit card please complete this section

Type of Credit/Debit Card you are paying with

Visa  MasterCard  Maestro  Delta

Card Number \_\_\_\_\_

Issue Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Expiry Date \_\_\_\_ / \_\_\_\_

Issue Number (Maestro) \_\_\_\_\_

Name on Card \_\_\_\_\_

Amount £ \_\_\_\_\_

## Caution

It is an offence to give false or misleading information when applying for a resident parking permit. If you do so, you may be prosecuted and could face a fine of up to £2,500. It is also an offence to mishandle or fake a parking permit. This is an offence and if prosecuted you could face a maximum fine of £5,000 (Magistrates' Court) or an unlimited fine and/or up to 2 years imprisonment (Crown Court).

## Declaration

I agree to submit the relevant payment for the permit, as specified in the instructions and guidance notes.

- The Westminster address shown in Section 1 of this form is my sole or main domestic residential address and the motor vehicle(s) is/are solely kept by me in Westminster and I am the main driver.

- I undertake to notify the City of Westminster of changes that may affect the validity of my permit.
- I do not hold another current on-street resident parking permit issued by Westminster City Council, or by any other authority.
- I understand and accept that my vehicle must be roadworthy and display a valid road tax and comply with the vehicle dimensions set out in the guidance and instructions.
- I understand and accept that if I am issued with a one month interim permit and I fail to provide the necessary documents during the period of the interim cover I will not be granted a refund.
- I understand and accept that the City of Westminster or its agents will use the information I have provided to satisfy itself that I am eligible for the permit and/or prevent and detect fraud.
- I understand and accept that information I have supplied in this application may be used by other City of Westminster departments to prevent and detect fraud and to assist the Council in protecting public funds.
- I have read the instructions and guidance notes that accompany this application form and I understand and accept the conditions that apply to the on-street resident parking permit and scheme.
- I declare that the information I have submitted as part of this application is true. I understand that making a false submission to obtain a permit is a criminal offence for which I may be prosecuted.
- I understand that if I have been issued with a free permit and my vehicle(s) change to fee paying status I will surrender my permit and reapply, paying the appropriate fee.
- I will return the permit if I am asked to do so by a Council Officer or authorised agent.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

- Please tick this box if you would like to be kept up to date with information and developments from Parking Services that benefit residents.