

Resident Parking Permit Application Form



Parking Services, P O Box 500, Barking IG11 7LU | Helpline: 0208 215 3005
Fax: 0208 227 3041 | www.lbbd.gov.uk | parkingpermits@lbbd.gov.uk

Please write in BLOCK capital letters throughout and mark any applicable boxes with a tick.

1. Application Type

New Permit Renewal Permit 30-Day Temporary Permit

2. Applicant's Details

Title Name Surname
Address
 Post Code
Email Address Telephone

3. Vehicle Details

Vehicle Registration Make Colour
Are you the registered-keeper? Yes No* *If No, supply details in (4) below

4. Registered Keeper (for leased vehicles and company vehicles only)

Company Name
Address
 Post Code

5. Proof of address (2x original documents, dated within the last three months required)

Utility bill (such as water bill, electricity bill, gas bill or telephone bill - not mobile phone)
 Credit card statement or bank statement Current driving licence

6. Proof of vehicle ownership

Full logbook – in the name and address provided in (2) above
 Vehicle insurance certificate and policy – in the name and address provided in (2) above
 Company authorisation letter for company vehicles only; the letter must be on official-headed paper giving permission for the vehicle to be use at the stated address
 Logbook slip (only accepted for 30-day temporary permit)

7. Declaration

I confirm the details of my application are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction of up to £5,000. I declare that I have read and will comply with the provisions of the term and conditions for resident parking permit.

Signature Date

FOR OFFICIAL USE ONLY

Permit ID Amount Paid Receipt No.
Date of Issue Processed by

8. Terms and Conditions - Temporary Permit

- a. Temporary permits are available to residents living in Controlled Parking Zones who are **not** in possession of all the required proofs for resident permit – the permit can be used in the interim to give some time to gather the required supporting documents for a yearly resident permit.
- b. To qualify for a temporary permit, the address on the application form must be the applicant's usual place of residence.
- c. Temporary parking permit is only valid for use in marked resident parking bays (or shared-use bays) within the zone for which it was issued.
- d. It is the responsibility of the permit holder to ensure that vehicle is parked entirely within a resident permit holders bay or, if applicable, a shared use permit bay within the zone of issue and the permit is clearly displayed to avoid incurring a Penalty Charge Notice (PCN).
- e. Maximum size of the vehicles for which the application is being made must not exceed 2.3m in height or 5.25m in length. If any vehicle using a permit exceeds these specifications, the permit shall be rendered invalid.
- f. The permit is only valid for a 30 day period.
- g. A temporary permit cannot be renewed.
- h. It is the liability of a permit holder to ensure that an appropriate parking permit is displayed to legitimise parking in resident bays upon expiration of the temporary permit.
- i. Having a temporary permit does not guarantee availability of a parking space.
- j. Temporary parking permits are non-refundable.
- k. Being in possession of a temporary permit does not waiver any parking regulations and enforcement regime. If a permit holder is in breach of any parking restriction, a PCN may be served.
- l. Permit holders are not allowed to sell goods from their vehicles.
- m. Permits will NOT be issued if the applicant has up to 3 outstanding Penalty Charge Notice(s) in the London Borough of Barking and Dagenham.
- n. Vehicles and their contents are parked entirely at the owners' risk and the Council accepts no liability for any damage to vehicles whilst parked in a resident bay.
- o. The Council reserves the right to refuse or withdraw a permit if the applicant attempts to fraudulently obtain or use a permit.
- p. The Council may withdraw parking permit if payment made by cheque, or credit/debit card is subsequently dishonoured.

Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Visit <http://www.lbbd.gov.uk/AboutBarkingandDagenham/Pages/FairProcessing.aspx> for more information or contact the Corporate Anti Fraud Team on 020 8227 2264.