

## Application Form for Resident Parking Permit - Central Zone

### Parking Permits

Please read the attached information and Condition of Use before completing the form  
The form must be completed and signed by the registered keeper of the vehicle.

**Please print within the boxes using BLOCK CAPITALS AND BLACK INK only.**

**1 Full name**

**Title**

**2 First line of address within controlled parking zone**

**Rest of address**

**Post code**

 - 

**3 Daytime telephone number**

**Mobile number**

**E-mail address**

**4 When did you/will you move to the above address? (DD / MM / YYYY)**

 /  / 

**5 First line of present address if different from above**

**Rest of address**

**Post code**

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**6 Vehicles Details**

**Registration Number**

**Existing Permit Number (if any)**

**Vehicle Make**

**Vehicle Model**






# LONDON BOROUGH OF CROYDON

## Residents' Parking Permit – Central Zone

### Application Form & General Information

#### A. Eligibility

1. A separate Application is required for each vehicle. A maximum of 3 permits will be issued to each household.

#### Definition of a Household

An individual address as registered in Croydon's Council Tax Records.

2. Non-residents are not eligible for a permit.
3. Residents' Parking Permits will only be issued to persons:
  - a) whose usual address lies within the controlled parking zone (see note (E) overleaf);

#### Residential Qualification

The definition of "resident" for the purposes of obtaining a Residents' Parking Permit is a person whose usual place of abode is at premises, the postal address of which is in any street or part of a street described in a Schedule to the appropriate Croydon (Parking Places) Order for the Sub-Zone.

***Authorised Officers of the Council may check the statements made in the application against the Croydon Electoral Roll / Council Tax Records and/or the Driver and Vehicle Licensing Agency.***

- b) who own a passenger or goods vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage.

#### VEHICLE DETAILS

**The form must be completed and signed by the person in whose name the car is registered, and we shall require a photocopy of the Vehicle Registration Document, showing current address WITHIN THE ZONE, as proof of ownership.**

**If you do not have this document please telephone 020 8667 1065 for advice. If it is a company vehicle please refer to clauses B.3 and C.3 in the notes attached.**

**Failure to comply will result in delay in issuing the permit.**

#### B. Completing the Application Form

1. Each question on the application form must be answered fully.
2. Enter the name of the actual applicant for the parking permit, and the registration number, make, model, and colour of the vehicle.
3. If your name and address does not appear on the London Borough of Croydon Electoral Roll, evidence must be provided of your residence at the address given. (A driving licence, tenancy agreement or Council Tax letter is usually sufficient, only photo copies should be sent by post.) If you have not yet moved to the address given on the application form then please give your present address, the date that you will be moving, and enclose official confirmation of the new address.
4. The Parking Permit Section must be informed of any subsequent change of address.
5. A permit cannot be backdated, but will be dated to expire 12 months from its date of issue.
6. The permit fee payable to the Council will be £40 per annum for the first permit, £67 for the second & £165 per annum for the third and final permit. **The onus is on the applicant to ensure that the correct payment is made.**

Cheques/Postal Orders made payable to : "The London Borough of Croydon". must accompany the completed application form. Cash should not be sent through the post.

#### 7. Application forms should be returned by post to:

Parking Permit Section  
1<sup>st</sup> Floor Davis House  
Robert Street  
Croydon, CR0 1QQ

#### Enquiries can be made at:

One-Stop Reception on the ground floor of  
Taberner House 8.30 - 4.45 Monday - Friday

8. Fourteen days should be allowed for the issue of a permit. Applications for permits to be renewed must be received 14 days prior to the date of expiry of a current permit

### C. Conditions of Use.

1. Each permit will be issued with a protective cover and must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front, near side of the vehicle. The vehicle is not covered until the permit is clearly displayed.
2. A permit is only valid for the specific vehicle named on the application form and on the permit.
3. A resident must be the registered keeper of the motor vehicle to which the permit relates, and the vehicle must be registered to the current address within the zone.

However, he/she may be issued with a permit for a vehicle which is supplied by his/her employer, but only if the application is accompanied by a letter, on Company headed notepaper, from the Employer, confirming that the applicant has exclusive use of the vehicle.

4. A permit will enable the holder to park in any vacant Permitted On-Street Parking Space, within the Zone or Sub-Zone to which the permit relates, as indicated by the letter of the Zone or Sub-Zone logo, which appears on the permit and is repeated on the signs controlling the permitted parking place.

These spaces are indicated by white carriage way markings and all 4 wheels of the vehicle must be located within the parking bay to avoid receiving a Penalty Charge Notice.

5. The hours of operation of the Zone are from 9.00am to Midnight - Monday to Sunday (7 days a week) inclusive, subject to any parking bay suspensions that may be made from time to time.
6. A Central Zone permit will also enable the holder to park in any vacant permitted space within the **Wandle Road Surface Car Park between 5.00pm – 8.00am Monday-Sunday.**
7. **A permit will not enable a holder to park in permitted parking spaces controlled by Pay & Display Only signs, or by signs displaying a different Zone of Sub-Zone logo to that which appears on the holder's permit, or on yellow line waiting restrictions.**
8. A permit does not reserve to the holder the right to park outside his/her home or guarantee the availability of a parking space.

9. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
10. Permits are not transferable from one person to another or from one vehicle to another.
11. A new permit must be obtained in the event of a change of vehicle and will be issued free of charge for the unexpired period of the original permit.

**Any change of vehicle must be notified immediately to the Parking Permit Section who will then advise the procedure for obtaining a replacement permit. If you change your car outside office hours please telephone the Enforcement Office on 020 8760 1966 for advice.**

12. If a permit is lost, stolen or destroyed, the permit holder shall notify the Council immediately and the permit shall cease to be valid. An application form for the issue of a new permit will be sent on request. A new permit will be issued for the unexpired period of the original permit and an administration charge will be made.
13. The onus to renew the permit on its expiry rests with the holder.

### D. Visitors Permit

Visitor Permits can be purchased from the Parking Permit Section. Books of 5 visitor permits are available. Application forms will be sent on request.

### E. Warning

A person shall be guilty of an offence who, with intent to deceive:

- a) forges, or alters, or uses, or lends to or allows to be used by any other person, a Residents' Parking Permit;
- b) makes or has in his/her possession any document so closely resembling any such Residents' Parking Permit as to be calculated to deceive;
- c) knowingly makes a false statement for the purposes of obtaining a Residents' Parking Permit.

**The vehicle to which this application applies, should have a valid Vehicle Excise Duty disc, motor insurance and MOT certificate (if applicable).**

**The Council reserves the right to withhold or withdraw a permit.**