

Residents' Parking Permit Important Information

A. Eligibility

1. A separate Application is required for each vehicle. A maximum of 2 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

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 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/Online form

1. Each question on the application must be answered fully.
2. Enter the name of the actual applicant for the parking permit, and the registration number, CO₂ emission and engine size of the vehicle.
3. Your name and address must appear on either the London Borough of Croydon Electoral Roll or Council Tax Records. If you have not yet moved to the address given on the application form you cannot apply for an annual permit however you may be eligible for a 6 week Only Permit.
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 onus is on the applicant to ensure that the correct payment is made.**
If completing a paper based application
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.
Online application
If you have not input your card details into the payment portal online, then your payment has not taken and the permit will not be sent until payment is received. Please call our offices to make payment
7. **Application forms should be returned by post to:**
Parking Permit Section, Parking Services,
PO Box 1462, Croydon, CR9 1WX
8. 14 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. Any renewal application for an expired permit will be regarded as a new application and incur a £30.00 Administration Fee.

C. Conditions of Use.

1. Each permit 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 have access to the V5C, as this is required during the application process. Drivers using leased, company or motability vehicles can upload a screen shot of vehicular information from <https://vehicleenquiry.service.gov.uk/>
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 specified by signage, subject to any parking bay suspensions that may be made from time to time.
6. **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.**
7. A permit does not reserve to the holder the right to park outside his/her home or guarantee the availability of a parking space.
8. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
9. Permits are not transferable from one person to another or from one vehicle to another
10. Permits must not be used as part of a peer to peer car sharing scheme
11. Any change of vehicle must be notified immediately to the Parking Permit Section who will then advise the procedure for obtaining a replacement permit. **Please note that there is no automatic re-imburement for vehicle changes during the validity of your permit.** If you change vehicle to a lower emission vehicle and wish to benefit from a reduced cost, your current permit must be returned for a pro rata refund, and you must reapply for a new permit online.
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 once an administration charge of £30 has been made.
13. **The onus to renew the permit on its expiry rests with the holder.**
14. **Refunds for cancelled permits - Following the receipt of the original permit and a refund request, refunds will be calculated pro rata on the number of full days remaining until the expiry of the permit, less a £30.00 administration charge. We advise to return permits via recorded delivery to ensure receipt, as no refund can be processed without a physical permit being received**

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;
 - a) Makes or has in his/her possession any document so closely resembling any such Residents'; Parking Permit as to be calculated to deceive;
 - b) 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.