



# APPLY ONLINE FOR A REDUCTION

For Official use only

Permit No	
Date of issue	
Amount paid	
Prepared by	

## Parking Service

# Standard Resident Parking Permit – Application Form

Please read the guidance notes before completing this form and complete all sections IN BLOCK LETTERS and in black ink where possible.

**YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE CORRECT DOCUMENTATION IS NOT ATTACHED.**

### Part 1 – Your particulars

Surname \_\_\_\_\_

Mr/Mrs/Miss or other title \_\_\_\_\_

Forenames in full \_\_\_\_\_

Date of birth \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Phone (home) \_\_\_\_\_

Phone (business) \_\_\_\_\_

Phone (mobile) \_\_\_\_\_

Do you live on a housing estate?  Yes  No

If yes, please refer to Part A of the guidance notes, to ensure that you are applying for the correct permit.

### Part 2 – Particulars of your vehicle

Registration No \_\_\_\_\_

Make and type \_\_\_\_\_

Colour \_\_\_\_\_

If the vehicle is a goods vehicle, does the overall height exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes?

Yes  No

Are you the registered keeper?

Yes  No

If no, who is the registered keeper? (name and address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Is the vehicle kept and used by you?

Yes  No

### Part 3 – Permit type and enclosures

I am applying for (please tick appropriate box):

**New permit**  
(you must provide proof of your residence and your vehicle as detailed in Part E of the guidance notes)

**Renewal**  
(you must provide proof of your residence and your vehicle as detailed in Part E of the guidance notes)

I am enclosing:

residence proof (please insert)

\_\_\_\_\_

vehicle proof (please insert)

\_\_\_\_\_

I am enclosing:

residence proof (please insert)

\_\_\_\_\_

vehicle proof (please insert)

\_\_\_\_\_

# Resident Parking Permit – Application Form

## Part 4 – Payment

I am applying for (please tick appropriate box):

- 12 month permit**     1st permit at the address - £230  
                                   2nd and subsequent permit at the address - £333
- 3 month permit**     1st permit at the address - £109  
                                   2nd and subsequent permit at the address - £151

I require the permit to start on \_\_\_ / \_\_\_ / \_\_\_ . I enclose cheque / postal order (delete as appropriate): Amount £

Cheques and postal orders should be made payable to 'Wandsworth Council'.

## Part 5 – Declaration

*I hereby declare that:*

The address shown in Part 1 is my principal place of residence.

I am the registered keeper or have sole use of the vehicle shown in Part 2.

I have read and understood the application form and guidance notes prior to signing this declaration.

I do not already hold a current resident permit for a different vehicle OR at another address in Wandsworth.

All the information I have given on this application is correct.

*I agree to immediately surrender the permit to the council if*

I cease to reside in the Controlled Parking Zone for which the permit has been issued.

I sell or dispose of the vehicle shown on the permit.

The council withdraws the permit or it ceases to be valid for any other reason.

*Please check that you have enclosed your payment and the following documents with your signed application form, if required:*

Proof of residence

Proof of the vehicle

I confirm that I have read and understood the declaration above and I enclose payment and proof (if required) with this form.  
The declaration **must** be signed by the person named in Part 1.

Signature: \_\_\_\_\_

Date: DD/MM/YYYY

Please note that an officer of the council or authorised agent is permitted to contact you or to call at your place of residence, as stated in Part 1 of the application form, at any reasonable time, for the purpose of ascertaining that it is your principal place of residence and that they may request documented proof to that effect. Failure to comply with such a request may result in your permit being withdrawn. It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The council will not hesitate to prosecute and conviction could result in substantial penalties.

**Replacements** If you require a replacement permit due to a change of vehicle or moving address to another controlled parking zone you will be required to submit an application for a replacement permit. Your permit, payment and relevant documents must be submitted and your two-week temporary cover (if available) should be activated to cover the vehicle while your application is made.

**Refunds** All complete months remaining on your permit are refundable, provided the permit is returned to the council. The refund is calculated from the date the request and permit are received in these offices. A £11.40 administration fee will be charged and amounts of less than £1 will not be refunded. Please note that the surcharge for postal/in person applications is not refundable. If the permit has been lost, stolen or destroyed and cannot be returned, and you are not providing a police reference number, further checks may need to be carried out. No refund will be issued when a permit is withdrawn due to it being fraudulently obtained or improperly used.

**PLEASE NOTE:** Resident permits are not valid in off-street car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space.

**Important information** Your application will be processed as soon as possible, however, please note that you may not park your vehicle in the Controlled Parking Zone during the hours of enforcement unless a valid resident or resident visitor permit is displayed, or you have activated a paperless visitor permit online. Alternatively, payment can be made at a pay-and-display machine or using the council's 'pay by phone' option in all-day zones.

**You can apply online for your permit by visiting [www.wandsworth.gov.uk/permits](http://www.wandsworth.gov.uk/permits)**

Wandsworth Council has to protect the public money it deals with and may use the information you have given to prevent and detect fraud. For this reason it may also share this information with other organisations dealing with public money.

**PARKING HELPLINE (020) 8871 8871**  
**[www.wandsworth.gov.uk/parking](http://www.wandsworth.gov.uk/parking)**