



HILLINGDON
LONDON

Surface Car Park Permit for Local Employees/Residents

Guidance Notes

The purpose of this Permit is to enable a vehicle belonging to a Hillingdon resident or business occupier/employee to park in a specified off-street car park (not Uxbridge Town Centre multi-storey car parks).

The permit will be valid for "All day" parking and multiple visits in the car park specified.

Note A – Completing the Application Form

- Please fill in Parts 1 to 6 of the Permit Application Form.
- The expiry date will be shown on the Permit.
- **Responsibility for renewal rests with the applicant.**

Note B – Entitlement to a Local Resident/Employee Permit

You are entitled to a Permit if:

- Your place of residence or employment is within Hillingdon (if you do not regularly live or work in the Borough you do not qualify for a permit).
- **And**
- You either own or keep and have sole use of a vehicle.

This vehicle can be:

- A passenger vehicle (car) (the overall height of which does not exceed 1.9 metres).
- An invalid carriage (the overall height of which does not exceed 1.9 metres).
- A goods vehicle (the overall height of which must not exceed 1.9 metres and the overall length of which must not exceed 5.3 metres).

The vehicle must normally be registered to your address.

If you have borrowed or share a vehicle you will not normally be entitled to a permit.

Proof of residence or employment and vehicle ownership or use must be provided.

The Council has the right to reject any application.

Permits can be issued in quarterly periods, up to a maximum of twelve months.

Note C – How to Apply for Permits

Applications should be made on the Form provided.

Please allow up to 14 days for your application to be processed.

Please return the completed form to: London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex
UB8 1UW

Or emailed to parkingpermits@hillington.gov.uk

Note D – Proof of Address and Vehicle Ownership

You must include proof of your address or your place of work and vehicle ownership with your application form. If you do not enclose all the relevant documents your application will be returned to you indicating the missing document(s). This will result in a delay with the issue of your permit.

One of the following documents must be attached to the application form: (please tick)

Proof of residential address and if not a Hillingdon resident proof of employment within the Borough (one or more of the following documents will be accepted):

- A copy of your current Hillingdon Council Tax Bill.
- A copy of your tenancy agreement and a copy of your landlord's current Hillingdon Council Tax Bill or a Hillingdon Council Rent Book.
- A copy of a recent utility bill.
- A copy of your full drivers licence.
- A copy of Hillingdon Council's Non-Domestic Rate Demand.
- A copy of an official lease agreement in the business name.
- A copy of a recent utility bill.
- A letter on headed notepaper from your employer stating you are a permanent employee of the business.

The Document must show the name and address from which you are applying for a permit.

Proof of vehicle ownership or use.

One of the following documents will be accepted: (Please tick)

- A copy of your vehicle registration document, registered to your address.
- A copy of a Hiring/Leasing Agreement in your name and address.
- A letter on business headed paper from your employer (if the vehicle is a company vehicle) confirming that the vehicle is owned/leased by the company and that you have full time use of their company vehicle.
- A copy of a garage bill of sale or sales invoice (if you have recently purchased the vehicle).

If you are the vehicle owner or hirer, the Registration Document or Hiring Agreement must show your name and the address at, which you are applying for a permit. If it does not, please enclose a letter of explanation.

- Original documents will be returned to you with your permit, but the Council is unable to accept responsibility for any documents sent through the post. Photocopies of documents are normally acceptable.
- You are advised to use recorded delivery if sending original documents.
- The Council reserves the right to request to view original documents.

Note E – Cost of Permit

The cost of the permit is £85 (see Part 5) for each quarter issued. One permit will be issued per vehicle, it will carry the registration mark of the vehicle and this permit may only be used with that specific vehicle. Permits will be issued for quarterly periods.

You must also enclose with your application form payment to cover the cost of a Permit, which is indicated on the application form. Cheques should be crossed and made payable to **“London Borough of Hillingdon”**.

Before you submit your application please Tick to confirm that you have enclosed the following:

- The completed Application Form**
- Proof of Address or Employment in the L B Hillingdon**
- Proof of Vehicle Ownership or use**
- Payment**

Permit Use

The permit may only be used in the nominated car park and does not guarantee a space or the availability of any specific space.

Permit Renewal

The onus is on the Applicant to apply for renewal at least fourteen days before expiry of the permit.

Subject to the Council being satisfied that issue of the permit is still valid, renewals may be dealt with by post or over the telephone. Credit Card payments would be accepted in these circumstances. Office hours are 9.00am to 4.00pm.

Refunds

Refunds for permits will be given according to any unexpired full months but will be subject to a £20.00 administration charge.

If you need help please contact Parking Services on 01895-250633

The London Borough of Hillingdon (LBH) is the data controller in regards to any personal data you submit using this form. LBH processes personal data in line with its obligations under data protection legislation. For more information on how LBH will process your personal data please visit www.hillingdon.gov.uk/privacy



HILLINGDON
LONDON

Application for a Local Employees/Resident Surface Car Park Permit

Please read the Guidance Notes before completing this form

Only One Application per Resident/Employee

Please complete Parts 1 to 6 of this form, **In Block Letters and in Ink**

Part 1 – Your Particulars

Mr/Mrs/Ms/Other.....
Surname.....
Forename.....
Address.....
.....
Post Code.....
Daytime Telephone No.....

Part 2 – Particulars of Your Vehicle

Registration No
Make and Model.....
Are you the registered keeper (Yes/No).....
If No, please give the name and address of the registered keeper
.....
Is the vehicle kept and used by you? (Yes/No).....

Part 3 – Particulars of Your Employer (For Non-Residents)

Business Name.....
Contact Name.....
Address.....
.....
Post Code.....
Daytime Telephone No.....

Part 4 – Documents to be Included

The Council reserves the right to view original documents

(Please tick the box to show the document you have included)

Proof of Address

- A copy of your current Hillingdon Council Tax Bill
- A copy of your tenancy agreement **and** a copy of your landlord’s Hillingdon Council Tax Bill or a Hillingdon Council Rent Book.
- A copy of a recent Utility Bill (electricity, gas, telephone, water)
- A copy of your full Drivers Licence.

Other – please specify
If your tenancy agreement is for less than a year then the permit will only be issued for the term of the tenancy.

Proof of Vehicle Ownership of Use:

Please include **One** of the following:

- The vehicle registration document showing your name and address.
- A letter on business headed paper from your employer stating that you have full time use of their company vehicle and a copy of the vehicle registration document where possible.
- A copy of the vehicle lease/hire agreement showing the applicant’s name and address.
- A garage bill of sale/invoice if you have recently purchased the vehicle.

Proof of Business Address (For Non-Residents)

Please include **One** of the following:

If an employee:

- Request on headed notepaper signed by Owner/Manager

If self employed:

- A Hillingdon Council National Non-Domestic Rate Demand
- An official Lease Agreement in the business’s name
- A recent utility bill or bank statement in the business’s name

Part 5 – Charges and Applicable Car Parks

Permits will be issued in quarterly periods at the cost of £85.00.

Please tick which car park you are applying for:

Blyth Road, Hayes		Brandville Road, West Drayton	
Community Close, Ickenham		Linden Avenue, Ruislip	
Fairfield Road, Yiewsley		Pembroke Gardens, Ruislip	
Long Drive, Ruislip		Pump Lane, Hayes	
Long Lane, Hillingdon		Devon Parade, Eastcote	
St Martins Approach, Ruislip		Devonshire Lodge, Eastcote	
Civic Hall, Hayes		Green Lane, Northwood	
Hayes Pool, Hayes		North View, Eastcote	
Kings End South (long term)			

Part 6 – Declaration to be Completed by all Applicants

I hereby certify that:

- All the information I have given in this application is correct.
- The vehicle that the Permit may be used on is not over 1.9m in height or 5.3m in length.
- I shall be responsible for all costs and misuse of the permit.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- Cease to be employed or trade at the address for which the permit has been issued.
- Sell or dispose of the vehicle shown on the permit.
- The Council withdrawing the permit or if it ceases to be valid for any other reason.

Signature.....Date.....

Please note:

Your permit will be valid only for use in the car park nominated and does not guarantee the use of a space or availability of any specific space. The Council has the right to reject any application. The permit is the property of the Council and may be cancelled at any time.

Before you submit your application please check that you have enclosed the following items:

1. The completed Application Form
2. Proof of Address/Employment
3. Proof of vehicle Ownership or Use
4. Payment

Please allow up to 14 days for your application to be processed.

Please post your application to: London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex UB8 1UW

For application enquiries or for extra application forms please contact **Parking Services at the above address or telephone 01895-250633.**

N.B. This application form may be photocopied and used for additional vehicle permit applications.

Vehicles parked in surface car parks not displaying a valid ticket or permit are liable to be issued with a Penalty Charge Notice (PCN). PCN's issued before you receive your permit will not normally be cancelled.