

## **APPENDIX A**

### **Residents' Permit Applications**

#### **1. Who qualifies**

We will issue parking permits only to people:

- (a) who permanently reside at an address in the controlled parking zone and provide evidence of this, and
- (b) who own a passenger or goods-carrying vehicle that does not exceed 5.25 metres in overall length; a motorcycle over 49cc; or an invalid carriage (mopeds 49cc and below are exempt).

#### **2. Proof of residence**

If your name does not appear on the London Borough of Bromley Electoral Roll, evidence must be provided for the address given. For example, a photocopy of a recent utility or Council Tax bill will be accepted. If you have not yet moved to the address on the application form, please enclose official confirmation of the new address and give the date you will be moving.

#### **3. Other documents we must see**

You must send the following:

- (a) photocopy of the vehicle registration document (V5c) or a letter of authority (on company letter headed paper) confirming the vehicle details and that you have exclusive use of the vehicle from a lease/hire or a company car;
- (b) a photocopy of the vehicle's current tax disc;
- (c) your completed application, (one per vehicle), and
- (d) appropriate payment.

#### **4. We will reject your application if:**

- (a) the name and address on the registration document (V5c) does not match your application details (a temporary permit will be issued should the vehicle need to be re-registered with the DVLA)
- (b) there is no valid tax disc.

#### **5. Renewals - how much time to allow**

Please send your renewal application at least 21 days before the current permit expires.

#### **6. Change of address**

Please tell us immediately if you change your address.

#### **7. Date of permit**

A permit cannot be backdated. We will date it to expire 12 months from the date of issue except in the case of a temporary permit.

#### **8. Fee and contact details**

Cheques/postal orders should be made payable to 'London Borough of Bromley'

#### **Do not send cash by post.**

Allow at least 21 days for us to issue the permit.

Please send your form, the correct payment and your photocopied documents to:

The Parking Permit Team, London Borough  
of Bromley, PO Box 313, Bromley BR1 3GL  
Tel: (020) 8313 4762 Fax: (020) 8313 4707  
[www.bromley.gov.uk/parking](http://www.bromley.gov.uk/parking)

## **Conditions of Use**

### **1. Clear Display**

Each permit must be clearly displayed on the vehicle to which it relates in such a way that the permit details are readily visible from the vehicle's front nearside.

### **2. Permit valid only for the named vehicle**

A permit is valid only for the specific vehicle named on the application form and permit.

### **3. Registered keeper and address**

You must be the registered keeper of the vehicle to which the application and permit relate. The vehicle must be registered to the current address in the zone unless it is a lease/hire or company vehicle.

### **4. Private hire agreement**

If your car has been supplied under a private hire agreement you must send us a copy of it instead of the registration document. The agreement must be with a reputable organisation. Your name and address must match those of the hirer as shown on the agreement. The hiring period must run for at least 12 months from the date of your application for a parking permit.

### **5. Parking places**

A permit does not enable you to park in permitted parking spaces that display signs for a zone different to that indicated on the permit, or on a yellow line waiting restriction, and not in pay and display or metered bays unless otherwise stated. A permit does not grant the right to park outside your home or guarantee the availability of a parking space.

**The vehicle must be parked within a marked bay.**

### **6. Change of address of vehicle**

You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued. You will need a new permit if you change the vehicle. We will issue it free of charge for the unexpired period of the original permit, for a maximum of three issues in any one year. Any further changes will incur a fee of £10 per change. Please tell us as soon as you change the vehicle on 020 313 4762. We will explain how to get a replacement permit. Failure to tell us may result in you having to pay any Penalty Charge Notices served to the vehicle.

### **7. Temporary or courtesy vehicles**

If you have the use of a temporary vehicle or courtesy vehicle you must tell us immediately, otherwise you may have to pay any Penalty Charge Notices served to the vehicle.

### **8. Renewal**

It is your responsibility to renew the permit on its expiry.

## **9. Exchange of vehicle**

If you change your vehicle you should notify the Parking Permit Team immediately and write enclosing the following:

- (a) the original parking permit showing the registration mark for the previous vehicle;
- (b) a copy of the valid tax disc for the new vehicle;
- (c) a copy of the registration document showing the relevant name and address or the lease/hire agreement.

When we receive the above, the original permit will be cancelled and re-issued to the new vehicle. In cases where a bill of sale or new keepers supplement has been supplied, a temporary permit may be issued pending receipt of the updated registration document bearing the name and address of the permit holder.

## **10. Loss or theft of permit**

If a permit is lost, stolen or destroyed, you must notify the Council in writing immediately. We will issue a new permit for the unexpired period of the original permit. There is usually a fee of £10.

## **11. Refund of unexpired time**

If you surrender an unexpired permit, a refund will be at our discretion and, in any event, will only be for the full months that are unexpired (up to nine months and for a minimum of three months).

## **Warnings**

**1.** It is a criminal offence if, with intent to deceive, you:

- (a) forge, alter, use, lend to, or allow to be used by another person, a residents parking permit;
- (b) make or have any document so closely resembling a residents parking permit that it is calculated to deceive; or
- (c) knowingly make a false statement to get a residents' parking permit.

**2.** If you do not clearly display a parking permit while the vehicle is parked in a bay reserved for permit holders, a Penalty Charge Notice may be served to the vehicle. The same will happen if the parking permit has become defaced or damaged so that its validity cannot be determined.

**3.** A parking permit is non-transferable and applies only to a specific vehicle. We will cancel a permit without refund if it is used on the wrong vehicle or has been passed to a third party. We may then reject any future applications for parking permits.

**4.** We will not withdraw a Penalty Charge Notice issued to a new vehicle before the date on which notification is received by the Parking Permit Team.

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

## **Business Permits**

### **1. Which organisations qualify**

The council will issue parking permits only to organisations:

- (a) with an address within the applicable zone;
- (b) that can show they permanently employ more than one person;
- (c) that own a passenger or goods carrying vehicle that does not exceed 5.25 metres in overall length, a motorcycle over 49cc, or an invalid carriage (mopeds 49cc and below are exempt);
- (d) that provide evidence they are registered as a business at Companies House, VAT-registered or pay business rates for the premises in the outer zone; or
- (e) that do not already hold four current business permits.

### **2. Visitors' Vouchers**

Qualifying business users are entitled to 10 books of 15 one-day parking vouchers.  
(Please complete a visitors' voucher application form).

### **3. Who can apply on behalf of the business**

Applications must come from a senior legally authorised signatory (such as a director, proprietor or location manager).

### **4. One application, one permit**

A separate application must be made for each permit and must relate to a specific vehicle.

### **5. Photocopies of documents**

Photocopies of the vehicle registration document (V5c) and current tax disc must accompany each permit application. If a vehicle is leased or hired, please send a copy of the contract instead of the registration document. We will not normally issue permits for short-term hire agreements of less than 12 months. We will reject an application that lacks all the required documents.

### **6. Renewals - how much time to allow**

Please send your renewal application at least 21 days before the current permit expires.

### **7. Date of permit**

A permit cannot be backdated. We will date it to expire 12 months from the date of issue except in the case of a temporary permit.

### **8. Suitable vehicles**

We will issue a permit only to vehicles that qualify under the appropriate On-street Parking Places order.

### **9. Care facilities**

Business permits will be offered to residents of the zone who provide care facilities for an eligible resident and can produce a contract of employment involving working for at least 20 hours per week.

### **10. Fee and contact details**

You must send payment applicable to your zone (see point 3 of the application form) with your completed form.

Cheques/postal orders should be made payable to  
'London Borough of Bromley'.  
Do not send cash by post.  
Please allow at least 21 days for us to issue the permit.

Please send your form, the correct payment and your photocopied documents to:  
The Parking Permit Team  
London Borough of Bromley  
PO Box 313  
Bromley  
BR1 3GL  
Tel: (020) 8313 4762  
Fax: (020) 8313 4707  
[www.bromley.gov.uk/parking](http://www.bromley.gov.uk/parking)

## **Conditions of Use**

### **1. Clear display**

Each permit must be clearly displayed on the vehicle to which it relates in such a way that the permit details are readily visible from the vehicle's front nearside.

### **2. Permit valid only for the named vehicle**

A permit is valid only for the specific vehicle named on the application form and permit.

### **3. Parking places**

A permit does not enable you to park in permitted parking spaces that display signs for a zone different to that indicated on the permit, or on a yellow line waiting restriction, and not in pay and display or metered bays.

A permit does not grant the right to park outside your business or guarantee the availability of a parking space. The vehicle must be parked within a marked bay.

### **4. Change of address of vehicle**

You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued. You will need a new permit if you change the vehicle. We will issue it free of charge for the unexpired period of the original permit, for a maximum of three issues in any one year. Any further changes will incur a fee of £10 per change. Please tell us as soon as you change the vehicle on 020 8313 4762. We will explain how to get a replacement permit. Failure to tell us may result in you having to pay any Penalty Charge Notices served to the vehicle.

### **5. Temporary or courtesy vehicles**

If you have the use of a temporary vehicle or courtesy vehicle you must tell us immediately, otherwise you may have to pay any Penalty Charge Notices served to the vehicle.

### **6. Loss or theft of permit**

If a permit is lost, stolen or destroyed, you must notify the Council in writing immediately. We will issue a new permit for the unexpired period of the original permit. There is usually a fee of £10

## **7. Refund of unexpired time**

If you surrender an unexpired permit, a refund will be at our discretion and, in any event, will only be for the full months that are unexpired (up to nine months and for a minimum of three months).

## **8. Renewal**

It is for your responsibility to renew the permit on its expiry.

## **9. Exchange of vehicle**

If you change your vehicle you should notify the Parking Permit Team immediately and write enclosing the following:

- (a) the original parking permit showing the registration mark for the previous vehicle;
- (b) a copy of the valid tax disc for the new vehicle;
- (c) a copy of the registration document showing the relevant name and address or the lease/hire agreement. When we receive the above, the original permit will be cancelled and re-issued to the new vehicle.

## **Warnings**

**1.** It is a criminal offence if, with intent to deceive, you:

- (a) forge, alter, use, lend to, or allow to be used by another person, a business parking permit;
- (b) make or have any document so closely resembling a business parking permit that it is calculated to deceive; or
- (c) knowingly make a false statement to get a business parking permit.

**2.** If you do not clearly display a parking permit while the vehicle is parked in a bay reserved for permit holders, a Penalty Charge Notice may be served to the vehicle. The same will happen if the parking permit has become defaced or damaged so that its validity cannot be determined.

**3.** A parking permit is non-transferable and applies only to a specific vehicle. We will cancel a permit without refund if it is used on the wrong vehicle or has been passed to a third party. We may then reject any future applications for parking permits.

**4.** We will not withdraw a Penalty Charge Notice issued to a new vehicle before the date on which notification is received by the Parking Permit Team.

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

## **Visitors' Permits**

### **1. Who qualifies**

We will issue visitors' vouchers only to people who permanently reside at an address in the relevant zone and can provide evidence of this.

### **2. Proof of residence**

If your name does not appear on the London Borough of Bromley Electoral Roll, evidence must be provided for the address given. A photocopy of a recent utility or Council Tax bill will normally be accepted.

### **3. Other documents we must see**

You must enclose the following:

- (a) your completed application form;
- (b) correct payment;
- (c) for over 60's applying for free visitors' vouchers (a maximum of 2 free books per year), a photocopy of one of the following as proof of age:
  - current freedom pass and photo card;
  - pink driving licence (paper or photo card);
  - letter of pension entitlement;
  - birth certificate if it shows your current name;
  - current passport;
  - medical card.

### **4. Waiting time**

Please allow 21 days for us to issue your vouchers.

### **5. Change of address**

Please tell us immediately if you change address.

### **6. Fee and contact details**

The fee is £30 per book of vouchers. You must send payment with your completed form. Cheques/postal orders should be made payable to 'London Borough of Bromley'. Do not send cash by post.

Please send your form, the correct payment and your photocopied documents to:

The Parking Permit Team  
London Borough of Bromley  
PO Box 313  
Bromley  
BR1 3GL  
Tel: (020) 8313 4762  
Fax: (020) 8313 4707  
[www.bromley.gov.uk/parking](http://www.bromley.gov.uk/parking)

## **Conditions of Use**

### **1. Correct display**

- (a) Please make sure the day, date and month of parking is visible by scratching the appropriate area from the surface of the voucher.

- (b) Please make sure you display the visitors' voucher face up on the dashboard of the vehicle so that it can be easily read through the front windscreen.
- (c) Failure to display a visitors' voucher correctly may result in a Penalty Charge Notice being issued.

## **2. Parking Places**

- (a) Visitors' vouchers are valid for use only in the zone you reside.
- (b) Visitors' vouchers may only be used in residents' bays (unless otherwise stated).
- (c) A visitors' voucher does not grant you the right to park outside your home or guarantee the availability of a parking space.
- (d) Visitors' vouchers cannot be used within Bromley Town Centre Zone A.
- (e) Vehicles must be parked within a marked bay.

## **Warnings**

1. The law says it is a criminal offence if, with intent to deceive, you:
  - (a) make or have a document so closely resembling a visitors' voucher that it is calculated to deceive;
  - (b) knowingly make a false statement to obtain visitors' vouchers.
2. If you do not clearly display a visitors' voucher or permit while parked in a bay reserved for permit holders in the relevant zone, a Penalty Charge Notice maybe served to the vehicle. The same will happen if the voucher has become defaced or damaged so that its validity cannot be determined.
3. Each voucher is valid for one day only if the correct day of the week, date and month are indicated. Removal of more than one day of the week, date or month per voucher will invalidate the voucher. This may result in a Penalty Charge Notice being served to the vehicle.
4. If a Penalty Charge Notice is served to a vehicle, it will not be withdrawn if you later produce a valid voucher.