



GENERAL INFORMATION

A ELIGIBILITY FOR PARENTS' PARKING PERMITS

1. A separate application is required for each vehicle.
2. Only parents or guardians of children aged below 5 years attending the following schools are eligible: Thomas Wall Nursery School; Manor Park School Nursery; Robin Hood Infant School; Teddies Nursery; Sutton High School for Girls Reception; Homefield School Nursery; The Montessori Children's House Nursery School. The permit will be valid for one full year or until the end of the month of the child's fifth birthday, whichever is sooner.
3. Parents' Parking Permits will be issued only to people:
 - (a) whose address lies three-quarters of a mile or more from the school.
 - (b) who own or use a passenger vehicle, a goods carrying 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 motorcycle or an invalid carriage.

B COMPLETING THE APPLICATION FORM

1. Answer each question on the application form fully.
2. Enter the name of the actual applicant for the Parking Permit, the registration, make, model and colour of the vehicle, and provide the documentation as requested below.
3. If your name and address does not appear on the London Borough of Sutton electoral roll, evidence must be provided of your residence at the address given. A Tenancy Agreement or Council Tax letter is usually sufficient -only photocopies should be sent by post, or a utility bill providing it is no more than 3 months old. If you have not yet moved into 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 (for example a solicitor's letter).
4. You must be the registered keeper of the motor vehicle to which the application and permit relate and the vehicle must be registered to the current address given on the application.

You must therefore enclose with your application a copy of the vehicle Registration Document (Form V5), showing your current address.

If this is not available due to a recent change of vehicle ownership, an note or insurance schedule specifying the vehicle registration number and your name and address will be acceptable.

If the vehicle is supplied by your employer, a letter is required on headed

company notepaper from the Company Secretary (not the applicant) confirming that the applicant has exclusive use of the vehicle.

5. You must inform the Parking Services Section of any change of address.
6. A Permit cannot be backdated but will be dated to expire at the end of the relevant school term or the end of the month of the child's fifth birthday, whichever is sooner.
7. The permit fee payable to the Council will be £35.00 a year or part year (until the child's fifth birthday) for each vehicle and must accompany the completed Application Form. Cheques should be made payable to "London Borough of Sutton".
8. Return your completed application form by post to the school.

Enquiries can be made at the Civic Offices or by telephone during office hours (020 8770 5070).

9. Allow 14 days for the issue of a Permit. Applications for Permit renewals 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 details on it are readily visible from the front, nearside of the vehicle.
2. A Permit is only valid for the specific vehicle named on the Application Form and on the Permit.
3. A Permit will enable the holder to park in any vacant Permit Holders Bay within the zone in which the school is located (Red/Blue or Green) as repeated on the signs controlling the parking place. The hours of operation of the zone are from 8.00am to 6.30pm Mondays to Saturdays inclusive. These hours are subject to any parking bay suspensions that may be made occasionally and subject to any change notified by the Council. However, the Parents' Permit will be valid for only half an hour at the beginning of the schoolday and half an hour at the end of the schoolday, Monday to Friday term time only. The relevant times will be marked on the permit.
4. A Permit will not enable a holder to park in parking spaces controlled by "Pay and Display" signs between the hours of 9.00am and 4.00pm Monday to Friday.
5. A Permit will not enable a holder to park in parking spaces controlled by signs displaying a different sub zone colour or in Blue Badge, solo motorcycle or Doctor's bays or on any yellow line restriction. Occasionally some Permit Holder Bays may be "suspended" which means that all parking is prohibited at these times. Please do not use your Permit to park in these bays when they are suspended as your vehicle will be issued with a Penalty Charge Notice and it may be towed away.
6. A Permit does not give the holder the right to park outside the school or guarantee an available parking space.

7. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
8. A Permit Holder who surrenders a Permit to the Council
 - a) ...before the Permit becomes valid is entitled to a full refund of the fee paid.
 - b) ...after the permit has become valid is not entitled to a refund.
9. Permits are not transferrable from one person to another even in the same household.
10. 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 Services Section who will then advise of the procedure for obtaining a replacement permit.
11. If a Permit is lost, stolen, destroyed, defaced or mutilated 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 there will be an administration charge of £25. A £25 administration charge shall also be made to re-issue permits due to incorrect information being given at the time of the application, or you wish to change the drop off and pick up times.
12. The onus to renew the Permit on its expiry rests with the Permit Holder, no reminders will be sent.

D WARNING

The Council will prosecute under the Thefts Acts or other relevant criminal legislation if a person, with intent to deceive:

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

The Council reserve the right to withhold or withdraw a Permit.

Penalty Charge Notices will be issued to any vehicle not displaying a valid Parents' Permit including circumstances where the registration number on the Permit does not match the number on the vehicle and where the Permit has expired.

It is any offence under the Vehicles (Excise) Act 1971 to use or keep a mechanically propelled vehicle on a public road if the vehicle is untaxed. It is also an offence to use or keep such a vehicle on a public road if the tax disc is not displayed on the vehicle.