



**Care Provider Permit Application Form**

The Care Provider parking permit has been designed for Care and Health workers, to allow them to park close to where they need to carry out essential care duties. This includes nurses/social workers and those employed by a domiciliary care organization, registered with the Care Quality Commission (CQC).

The Permit allows holders to park in a resident's parking place or a shared-use parking place, within a Controlled Parking Zone operated by the London Borough of Sutton, for up to three hours, whilst delivering care services to patients at residents home.

**To apply for a Care Provider Permit you will need to provide:**

1. An official letter signed by the company who employ you, confirming the vehicle registration of your vehicle, and that a Carer Permit is a requirement for you to carry out your duties.
2. A copy of your vehicle registration document (V5) or insurance document showing you to be the policy holder or named driver.
3. Payment – The cost of a twelve-month permit is £50.00 per vehicle.

The completed application should be returned together with the documentation required listed above and payment to:

SABA (formally Indigo) Customer Office  
50 Grove Road  
Sutton  
SM1 1BT

Email us at [parking@sutton.gov.uk](mailto:parking@sutton.gov.uk).

Telephone 0208 770 5070 Monday-Friday 9-5

## LONDON BOROUGH OF SUTTON – PARKING SERVICES

### **Conditions of Use of a Carer Permit.**

The definition of 'Carer' for the purpose of obtaining a Care Provider Permit means a person or organisation with a valid operational need to park for short periods of time in either a resident's parking place or a shared-use parking place designated by the relevant traffic order whilst providing essential care visits to a resident.

1. Each permit will be issued with a protective plastic cover, and must be displayed fully with the time clock set at the time of arrival on the dashboard of the vehicle so that it can be seen from the front windscreen of the vehicle.
2. The vehicle may only be parked for a limited period of up to 3 hours, and the time clock must be set and displayed at the time of arrival
3. A permit is only valid for the specific vehicle registration quoted on the permit
4. A permit will enable the holder to park in any vacant resident's parking place or a shared-use parking place Controlled parking Zones operated by the London Borough of Sutton.
5. A permit does not guarantee the availability of a parking space within a zone.
6. A permit does not allow the holder to park in on yellow lines during the hours of enforcement, disabled bays, motorcycle bays, and doctor's bays, bus stops, on the footway, loading bays, cycle tracks or obstructing dropped kerbs.
7. From time to time permit and pay and display bays may be suspended, which means all parking in these bays is prohibited and the permit is not valid.
8. If the vehicle is parked in an area where the permit it not valid a penalty charge notice will be issued to your vehicle.
9. After the permit has become valid the holder shall not be entitled to a refund.
10. A new permit must be obtained in the event of a change of vehicle, and a charge of £25 will be applied for the unexpired period of the permit, providing the original permit is returned.
11. If a permit is lost, stolen destroyed or mutilated the Permit Holder shall notify the Council immediately and the permit will cease to be valid. A new permit will be issued for the unexpired period of the original permit and a £25.00 administration charge will be payable unless a police crime reference number can be provided.

## LONDON BOROUGH OF SUTTON – PARKING SERVICES

### **WARNING**

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

- a) Forges, alters uses, lends to, or allows the permit to be used by any other person.
- b) Makes or has in his/her possession any document so closely resembling any such Care Provider Parking Permit as to be calculated to deceive.
- c) Knowingly makes a false statement for the purpose of obtaining a Care Provider 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 Care Provider Parking Permit in circumstances where the registration number on the permit does not match the number on the vehicle or where the permit has expired.

It is an offence under the Vehicle (Excise) Act 1971 to use or keep a mechanically propelled vehicle on a public road if the vehicle is untaxed.



LONDON BOROUGH OF SUTTON – PARKING SERVICES

**Declaration**

1. I confirm that the address shown in section 2 on this application form is my place of residence and that the vehicle bearing the registration number given in this form is kept and used by me. If I cease to meet any of the Eligibility Criteria, I will return the Care Provider Permit forthwith.
2. I understand the permit will remain the property of the London Borough of Sutton.
3. I understand and accept that the London Borough of Sutton may request my permission to verify my employment or vehicle at any time before the issue of the permit, and that should I refuse permission it is likely that the permit will not be granted or may be withdrawn.
4. I understand that the London Borough of Sutton will use the personal information I have given to issue a permit. This data may be disclosed to the DVLA for this purpose. This information may also be passed to relevant enforcement bodies for prevention or detection of fraud. All processing of this data will be in accordance with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).
5. I understand that if I, with intent to deceive, use, lend to or allow the permit to be used by another person, it may lead to prosecution.
6. I confirm I have read the terms and conditions of use and will abide by the terms and conditions therein.
7. The information on this form is true and accurate. I understand that if I knowingly make a false statement in order to obtain a Permit for myself or another person, it may lead to prosecution.

**I enclose a cheque for the sum of £50.00 made payable to the London Borough of Sutton, together with a letter from my employer confirming my operational requirements, and proof of ownership of the vehicle.**

**SIGNATURE** ..... **Date**.....

Office use only

Payment received by.....	Permit No. ....
Date/Amount .....	Serial No. ....
A/C Officer .....	Date issued .....

London Borough of Sutton Authorisation Stamp

