

## Wellington Avenue Residents Parking Scheme

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### RESIDENTS' PARKING PERMIT APPLICATION FORM AND GENERAL INFORMATION

#### **A ELIGIBILITY FOR RESIDENTS PARKING PERMITS**

- 1 A separate application is required for each vehicle.
2. Non residents are not eligible for a Permit.
3. Residents' Parking Permits and/or Visitor's Permits will only be issued to persons:
  - (a) whose usual address is in Wellington Avenue and
  - (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 Each question on the application form must be answered fully.
2. Enter the name of the actual applicant for the Parking Permit and the registration, make, model and colour of the vehicle.
3. If you have not yet moved to 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.
4. The Parking Services Section must be informed of any subsequent change of address.
5. A Permit cannot be backdated but will be dated to expire 12 months from its date of issue.
6. The cost of a permit is £35 per vehicle. Cheques/Postal Orders should be made payable to "London Borough of Sutton". Cash should not be sent through the post.

7. Application Forms should be returned by post to:  
  
Parking Services Section  
London Borough of Sutton  
Civic Offices  
St Nicholas Way  
Sutton  
SM1 1EA  
Enquiries can be made at the Civic Offices or by telephone on 020 8770 5070
8. Fourteen days should be allowed for the issue of a Permit. Applications for Permits to be renewed 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 particulars thereon 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. 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 in Wellington Avenue.

**If the vehicle is owned by you** enclose with your application a copy of the vehicle registration document showing your current address.

**If you have recently acquired the vehicle** a garage bill of sale/invoice or an insurance cover note specifying the vehicle number and your name and address will be considered.

**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.

A temporary permit will be issued for a maximum period of 21 days. This will enable the holder to provide a valid registration document and proof of residency. **Failure to comply will result in withdrawal of the permit.**

4. A Permit will enable the holder to park in any vacant car parking space in the road at any time.
5. A Permit will not enable a holder to park in Blue Badge, solo motorcycle or Doctor's bays or on any yellow line restriction. From time to time some 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 reserve the holder the right to park outside his/her home or guarantee the availability of a 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 shall be entitled to a refund of the fee paid or
  - b) After the permit has become valid shall not be entitled to a refund.
9. Permits are not transferrable from one person to another or from one vehicle to another.
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 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 an administration charge of £10.00 will be made.
12. The onus to renew the Permit on its expiry rests with the holder.

## **D WARNING**

The Council will prosecute under the Theft 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 resident's Parking Permit.
- b) Makes or has in his/her possession any document so closely resembling any such resident's Parking Permit as to be calculated to deceive.
- c) Knowingly makes a false statement for the purpose of obtaining a resident's 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 Residents' Permit including circumstances where the registration number on the Permit does not match the number on the vehicle and where the Permit has expired.

## **E. VISITORS PERMITS**

1. Each household is eligible for 1 Visitors Permit which will provide 100 free hours of parking *per annum*. (An additional 100 hours parking is available for the sum of £15.) The permit must be displayed by visitors in such a way that particulars thereon are readily visible from the front, nearside of their vehicle.
2. If you are applying for a visitors permit but not a residents permit, please complete those items asterisked on the enclosed application form.

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**Residents Parking Permit Application Form [Visitors Permit overleaf]**

*Please read the accompanying information carefully before completing this form.*

*NB. Sections marked with an asterisk (\*) must be completed for all applications.*

- \*1 NAME in full (Mr / Mrs / Miss / Ms)
- \*2 ADDRESS in Wellington Avenue
- \*3 POSTCODE
- \*4 DAYTIME TELEPHONE NUMBER
- \*5 When did you / will you move to the above address?
- \*6 PRESENT ADDRESS if different from above

- VEHICLE DETAILS**
- 7 REGISTRATION NO
- 8 EXISTING PERMIT NO (if any)
- 9 VEHICLE MAKE
- 10 VEHICLE MODEL
- 11 VEHICLE COLOUR

- 12
- \* The vehicle mentioned above is owned by me.
  - \* The vehicle mentioned above is not owned by me but is used by me.
- [\* ***Please delete as appropriate***]

**Declaration**

- I will inform the Parking Services Section of the Council and surrender the permit if:
  - (a) I cease to be a resident at the address shown in '2' above.
  - (b) I cease to be the owner / user of the vehicle, the registration number of which is shown in '7' above
- I enclose a cheque / postal Order for the sum of £35 made payable to the London Borough of Sutton.
- I declare that I have read and agree to abide by the terms and conditions governing the issue and use of Residents Parking Permits and Visitors Permits in the London Borough of Sutton.
- By making this application I understand that authorised officers of the Council may check statements made in this application against the Electoral Role and Vehicle Licensing Agency.

SIGNATURE

DATE

**Please enclose with your application your PAYMENT and a copy of the VEHICLE  
REGISTRATION DOCUMENT(showing your current address within the zone).  
Return to Parking Services, Civic Offices, St Nicholas Way, Sutton, SM1 1EA**

## Visitors Permit Application Form

Please tick this box if you wish to be issued with Visitors Vouchers

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If you are not applying for a Residents Permit but wish to be issued with a Visitors Permit, you should still complete boxes 1-6 overleaf.

Remember only one set of Visitors Vouchers can be issued per household. If more than one person in your household is applying for a Resident Vouchers, you must agree between yourselves to whom the Vouchers should be sent.

### Declaration

- If I am issued with Visitor Vouchers, I will inform the Council and surrender them if I cease to be a resident at the above address.
- I declare that I have read and agree to abide by the terms and conditions governing the issue and use of Residents Parking Permits and Visitors Vouchers in the London Borough of Sutton.
- In making this application, I understand the authorised officers of the Council may check statements made in this application against the Electoral Roll.

SIGNATURE

DATE

**Return to Parking Services Section, Civic Offices, St Nicholas  
Way, Sutton SM1 1EA**

<b><u>FOR OFFICE USE ONLY</u></b>		
<b>1</b>	Received by	Date
<b>2</b>	Ch / Ca / PO	Amount £
<b>3</b>	Accounting Officer	
<b>4</b>	Electoral Roll	
<b>5</b>	Other Documents	
<b>6</b>	DVLA	
<b>7</b>	Own / Use	
<b>8</b>	Permit Number	
<b>9</b>	Visitors Permit Number	
<b>10</b>	Date Issued	
<b>11</b>	Date of Expiry	
<b>12</b>	Input by	