

LONDON BOROUGH OF SUTTON

CPZ Eligibility Requirements and Terms and Conditions

This document sets out information including the eligibility requirements and terms and conditions of use for resident permit applications in Controlled Parking Zones within the London Borough of Sutton.

There are currently 4 Controlled Parking Zones, requiring permits, in the London Borough of Sutton operating on the public highway.

Zone	Sutton (R/B/G)	Belmont (BH)	Wellington Avenue (A)	Longfellow Road Area (WP1)
Controlled Hours	8am to 6:30pm	10am to 6pm	8am to 6:30pm	10am to 12pm
Controlled Days	Mon - Sat	Mon - Fri	Mon - Sat	Mon – Fri
Max Number of Permits	3	3	3	3
Cost of Permits	See Section C	See Section C	See Section C	See Section C
Free Visitor Vouchers allocation	50 hours per 12 months	50 hours per 12 months	50 hours per 12 months	50 hours per 12 months
Cost of additional Visitor Vouchers	£69 per 100 hours	£69 per 100 hours	£69 per 100 hours	£69 per 100 hours

All these zones require a vehicle to display a valid Residents Permit or Residents Visitor Voucher at all times during the controlled hours/day of the zone when utilising Resident Permit Bays or Shared Use Bays. A permit does not entitle a vehicle to park on any other restriction.

A: ELIGIBILITY REQUIRMENTS

Resident Permits will only be issued to persons who:

- (1) are defined as a “resident” within relevant Traffic Manager Order

*“**resident**” in relation to a Controlled Parking Zone or Permit Parking Area referred means a person whose usual place of abode is at premises the postal address of which is in any street or part of a street specified in traffic management order for that Controlled Parking Zone or Permit Parking Area, as the case may be;*

Please note that no resident’s permit shall be issued to a resident of a housing unit subject to a planning obligation made pursuant to section 106 of the Town and Country Planning Act 1990, as amended, or section 16 of the Greater London Council (General Powers) Act 1974, or both, indicating that such resident will not be entitled to a resident’s permit.

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- (2) are the owner of a taxed vehicle or vehicles of the following class, that is to say 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 motor cycle or an invalid carriage

Resident Visitor Vouchers will only be issued to persons who:

- (1) are defined as a “resident” within the relevant Traffic Management Order

“resident” in relation to a Controlled Parking Zone or Permit Parking Area referred means a person whose usual place of abode is at premises the postal address of which is in any street or part of a street specified in traffic management order for that Controlled Parking Zone or Permit Parking Area, as the case may be;

Please note that no visitors voucher shall be issued to a resident of a housing unit subject to a planning obligation made pursuant to section 106 of the Town and Country Planning Act 1990, as amended, or section 16 of the Greater London Council (General Powers) Act 1974, or both, indicating that such resident will not be entitled to a resident’s permit.

B: APPLICATION PROOF REQUIREMENTS

Proof of Residence

If you are on the Register of Electors (this will be checked) then no further proof of residence is required to be provided. If not then additional evidence will be required as per below.

We will only accept:

- (a) a valid/current tenancy agreement **or**
- (b) Council Tax letter (must be current financial year) **or**
- (c) A utility bill (gas/electric/water) no more than 3 months old **or**
- (d) If you are moving into the area we will need confirmation of your new address, for example a solicitor’s letter or a tenancy agreement.

Proof that you are the registered keeper of the vehicle

We will only accept:

- (a) a copy of the vehicle registration document (V5) showing the address included on the application **or**
- (b) an insurance document showing you as the policy holder with the address and vehicle details included on the application.

If you are applying for a permit for a company car - we will only accept:

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- (a) headed company notepaper from the company secretary (not the applicant) confirming that you have sole use of the vehicle (stating the vehicle registration number) which is kept at the address included on the application.

C: COST OF RESIDENT PERMITS AND VISITOR VOUCHERS

Resident Permits

The cost of Resident Permits is determined by a number of factors the majority of which can be found on your V5 document or alternatively can be found online using open source data provided by the Driver and Vehicle Licensing Agency (<https://vehicleenquiry.service.gov.uk/>):

All vehicle will be classified into a permit group based on:

(1) **Fuel Type**

The pricing tables for resident permits relevant to your vehicle will depend on whether your vehicle has a Fuel Type which is

Alternative (Gas, Electric, Hybrid) **or**
Normal (Petrol/Diesel/Heavy Oil)

(2) **Vehicle Type Approval**

Resident permits can only be issued to vehicles whose type approval is:

L1 to L7 inclusive - motorised vehicles having less than 4 wheels including motorcycles)

M1 - vehicles having at least 4 wheels and which are designed and constructed for the carriage of passengers and comprise not more than eight seats in addition to the driver's seat only

N1 - vehicles having at least 4 wheels which are designed and constructed for the carriage of goods and have a maximum gross weight not exceeding 3.5 tonnes.

(3) **CO2 Emissions**

Prices for Residents Permits are varied according to your vehicles CO2 Emissions with lower emitting vehicles attracting cheaper prices

(4) **Number of permits at an address**

There is a maximum of three (3) permits allowed per address with a surcharge of £30 for the second permit and £60 for the third permit on top of the price for a 1st permit within the permit category for the vehicle based on the above criteria

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Current Price Tables

Vehicle Criteria			Permit Group	Permits issued at address		
Vehicle Type	Fuel Type	CO2 emissions (g/km)		1st	2nd	3rd
L1 to L7, M1	Normal (Petrol/Diesel)	Up to 120	1	£54	£84	£114
		121 - 165	2	£70	£100	£130
		166 - 225	3	£98	£128	£158
		Over 225	4	£130	£160	£190
	Alternative (Gas/Hybrid/Electric)	Up to 140	1	£54	£84	£114
		141 - 185	2	£70	£100	£130
		186 - 255	3	£98	£128	£158
		Over 255	4	£130	£160	£190
N1	N/A	N/A	5	£174	£204	£234

*Where the CO2 emissions of a vehicle are not known, due to the vehicle's age or similar, permit group 3 charges shall apply.
Electric vehicles powered by electricity alone (EVs) shall be classed as Permit Group 1.*

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Resident Visitor Vouchers

Each address within the controlled zone, as defined by the relevant Traffic Management Order, is entitled to **50 hours of free visitor vouchers per 12 month period**.

Additional book of visitor vouchers can be purchased at a cost of £69 per 100 hours either online or by submitting an application by post or in person at 50 Grove Road, Sutton, SM1 1BT.

Refunds

No refund will be given for a Residents Permit of Visitor Voucher once it has been issued and become valid.

D: Terms and Conditions of Use

Resident Permits

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 are readily visible from the front, passenger side 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 Holder Only bay within the zone to which the Permit relates, as indicated by the colour/letter reference of the Permit and repeated on the signs controlling the parking place during the days and times as indicated on the signs controlling the parking place.
4. A Permit will **not** enable a holder to park in parking spaces controlled by "Pay and Display" signs between the days and hours indicated on the sign controlling the parking place.
5. A Permit will **not** enable a holder to park in parking spaces controlled by signs displaying a different zone colour or in disabled persons' (Blue Badge), solo motorcycle or other permit bays (such as car club bays) or on any yellow line restriction.
6. From time to time some Permit Holder Bays may be "suspended" which means that waiting and loading is prohibited on the days and times indicated on the suspension sign. 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.
7. A Permit does **not** give the holder the right to park outside his / her home or guarantee the availability of a parking space.
8. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.

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9. A Permit Holder who surrenders a Permit to the Council after the permit has become valid shall not be entitled to a refund.
10. Permits are **not** transferable from one person to another.
11. A new Permit must be obtained in the event of a change of vehicle and will be issued for the unexpired period of the original Permit. This may subject to a £25 administration charge if the old permit is not returned.
12. 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 £25 may be made if the old permit is not returned.
13. The responsibility to renew any Permit on its expiry rests with the Permit Holder.

Resident Visitor Voucher

1. The voucher must be completed in accordance with the conditions of use detailed on the reverse of the resident visitor voucher.
2. The Residents Visitors Voucher will enable the holder to park in any vacant Permit Holder Only bay within the zone to which the Voucher relates, as indicated by the colour/letter reference of the Voucher and repeated on the signs controlling the parking place during the days and times as indicated on the signs controlling the parking place.
3. Please allow five working days for the issue of Visitors' Parking Permit Vouchers. If you have not received your vouchers within the 5 working days, please call Parking Services on 020 8770 5000 or email parking.permits@sutton.gov.uk
4. Lost or stolen Visitors' Parking Permit Vouchers will not be replaced.

E: WARNING

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

1. Forges, alters, uses, lends to or allows to be used by any other person a Residents Parking Permit.
2. Makes or has in his/her possession any document so closely resembling any such Residents Parking Permit as to be calculated to deceive.
3. Knowingly makes a false statement for the purpose of obtaining a Residents Parking Permit.

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The Council reserves the right to withhold or withdraw a Permit at its absolute discretion.

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, where the Permit has expired or if a valid permit has not been displayed so as to show all the relevant information.

The Council will undertake periodic checks against all details provided in this application to ensure they are correct during the lifetime of the permit. We may require you to provide additional information, at any time during the period of permit validity, to confirm this information and reserve the right to cancel the permit should the information not be provided or if it is found that any of the information is not correct or no longer meets the criteria.