



Child Care Parking Permit Application Form

The Child Care permits have been designed to allow childminder/nannies caring for children at properties that are within the Sutton or Belmont controlled parking zone (CPZ) to park in the residents parking bays within the CPZ specific to the client's road.

To apply for a child care permit you will need to provide:

1. A contract of employment. If you have an informal unpaid agreement with a friend or relative you may not be able to provide this. In such circumstances, we would request written confirmation from you as the person providing the care **and** the parent/guardian of the child you care for. This would need to specify the details of the arrangement i.e. the days and times that you provide child care.
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 £35.00 per vehicle.

The permit starts on the first day of the month and newly issued pre-dated permits will not be issued more than seven days before the start of the permit. Permits can be issued mid-month but the start date would be the first of that month, and no discount will be given for this.

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

London Borough Sutton.
Parking Services
Civic Offices
St Nicholas Way
Sutton
SM1 1EA

Email us at parking@sutton.gov.uk.
Telephone 0208 770 5070 Monday-Friday 9-5

LONDON BOROUGH OF SUTTON – PARKING SERVICES

Conditions of Use for a Child Care Permit.

1. Each permit will be issued with a protective plastic cover, and must be displayed in the vehicle so that it can be seen from the front windscreen of the vehicle.
2. A permit is only valid for the specific vehicle registration quoted on the permit.
3. A permit will enable the holder to park in any vacant Resident Permit Bay in the street defined by the colour of the controlled parking zone on the permit, between the hours of 8.00am – 6.30pm Monday-Friday and subject to the times and days indicated on the permit.
4. A permit does not guarantee the availability of a parking space.
5. A permit does not allow the holder to park 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, pay and display bays and dropped kerbs.
6. From time to time permit bays may be suspended, which mean all parking in these bays is prohibited and the permit is not valid.
7. If the vehicle is parked in an area where the permit is not valid a penalty charge notice will be issued to your vehicle. Penalty Charge Notices will be issued to any vehicle not displaying a valid Childminder 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.
8. A permit is not transferable from one person to another.
9. The responsibility to renew the permit on its expiry rests with the permit holder.
10. A permit holder who surrenders a Permit to the Council after the permit has become valid shall not be entitled to a refund.
11. 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 permit, providing the original permit is returned.
12. 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.

Child Care permits will be issued only to persons:

Who own or use a passenger vehicle, the overall height of which does not exceed 2.28 metres and the overall length does not exceed 5.25 metres.

The applicant must live outside of the controlled parking zone (CPZ) and be providing care services for a parent/guardian living within the CPZ. The person providing the care must supply proof that the vehicle is registered to them by supplying a vehicle registration document (V5) or valid insurance schedule.

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, 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 Child minder Parking Permit as to be calculated to deceive.
- c) Knowingly makes a false statement for the purpose of obtaining a Child minder Parking Permit.

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

LONDON BOROUGH OF SUTTON – PARKING SERVICES

London Borough of Sutton- Child Care Application form

Please read the accompanying information carefully before completing this application form, and ensure you comply with the criteria laid down overleaf before you submit this application.

Applications must be made by post. Please ensure all relevant documentation and payment is enclosed as failure to do so will delay the application process.

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

***1. Applicants Name in Full (Mr/Mrs/Miss/Ms)**

***2. Applicants Full Address**

Post code :

***3. Daytime telephone no.**

***4. Vehicle Details**

Registration Number:

Make :

***5. Full name and address of the parent/guardian of the child(ren) you will be caring for:**

LONDON BOROUGH OF SUTTON – PARKING SERVICES

Declaration

1. I confirm that the address shown on section 2 of 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 Child Care 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 1988.
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 £35.00 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

