Westminster City Council

Westminster City Hall
64 Victoria Street
London
SW1E 6QP

westminster.gov.uk

City of Westminster

On Street Resident Parking Permit First Time and Renewal

Application Pack 1

October 2019

1. WHERE TO APPLY

Online

www.westminster.gov.uk/parking

You can apply for a first time permit and renew your permit online. All you will need is:

- Your address and vehicle details
- Debit or Credit card to make payment
- Vehicle Proof (not required for renewals) – See vehicle proof documents below.
- Residency Proof – see residency proof below (You may not be required to submit residency proof if you apply online and your name and address is validated via the council tax register).

Libraries

If you do not have access to the internet or need assistance with your online application, visit a library and use one of our dedicated computers.

For more information on library locations visit https://www.westminster.gov.uk/find-library or call 020 7823 4567.

These are self-service machines and you will need to bring with you:

- Your address and vehicle details
- Debit or Credit card to make payment
- Vehicle Proof (not required for renewals) – See vehicle proof below
- Residency Proof – see residency proof below. (You may not be required to submit residency proof if you apply via the online self-serve facility and your name and address is validated via the council tax register).

By Post

You can complete this application form and post your completed application with all relevant copies of proof documents and payment to:

Permits Administration, PO Box 734,
Redhill RH1 9FP

Telephone: **020 7823 4567**

Cash Payments

If you need to pay by cash please visit **www.westminster.gov.uk/parking** for information on alternative payment option. **Do not send cash by post.**

2. Qualification for a permit

- Your sole or main home must be in a controlled parking zone (**excluding residents of Crown or Royal Parks property**) in the City of Westminster.
- If you are a resident of a Westminster housing estate you can also apply for a zone A – G resident permit in addition to your specific estate permit for use in the respective zone outside of your estate.
- All documents must be at the same Westminster address.
- You must be the keeper of a vehicle that is solely driven by you and kept in Westminster.
- You can demonstrate the above by providing the proofs requested by the Council with your application form.
- We will not issue cover for vehicles that are not insured in Westminster and kept here.
- If you have three or more unpaid Penalty Charge Notices at Order for Recovery stage we reserve the right not to issue a permit to you.
- Only one permit will be issued per applicant.

3. Terms and conditions

1. A permit will be issued according to the parking zone you live in.
2. The Council cannot guarantee a parking space will always be available to you.
3. It is your responsibility to ensure that your vehicle is legally parked at all times.
4. You must ensure that your permit is valid at all times and displayed on your windscreen. As motorcycles are issued with electronic resident permits, there is no need for a physical, paper resident permit to be displayed on a motorcycle.
5. Your resident permit entitles you to park in "Resident Permit Holders Only" bays in the zone for which the permit is issued. It also entitles you to park in paid for parking bays in that zone without payment for the first and last hours of controls. Motorcycles can additionally park in motorcycle bays in all zones in Westminster.
6. You **must not** park in suspended parking bays. This will result in enforcement action being taken. Where possible we will try to issue a warning on street in advance but in emergencies this may not be possible. Please do not leave your vehicle without checking it regularly, especially at the start of controlled hours each day at 8.30am. This is particularly important if you park in paid for parking bays for the first hour of each day. No advanced warning is given on these bays.
7. The on-street resident permit is not valid on private housing estates, including council estates.
8. Your vehicle must be able to fit within the markings of the parking place and be :
    - A passenger vehicle that does not exceed 6 metres in length and can carry no more than 13 people including the driver; or
    - A goods carrying vehicle that is no more than 2.44 metres (8ft) high; or
    - A motorcycle; or
    - An invalid carriage
9. You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.
10. Your vehicle must be roadworthy. Where a vehicle is considered as unroadworthy by the council the permit will be withdrawn without refund and enforcement action taken. Any cost incurred by the council will be passed on to the keeper of the vehicle.
11. On occasion you may need to use a courtesy vehicle or hire/lease vehicle because your own is off the road. The Council can give temporary cover not exceeding 14 days at a time. Permit holders should call 020 7823 4567 or visit **https://www.westminster.gov.uk/parking** with their current permit reference number and the details of the replacement vehicle. A virtual Temporary Permit will be issued. There is a £10 charge for each temporary permit. A temporary permit cannot be reissued unless a further period of 14 days has elapsed.

4. Special Vehicle types

Eco-vehicles

You may qualify for the 100% discount on the permit if your vehicle is classified within the following eco groups:

- **Electric** – solely powered by electricity when in normal use and produces no emissions.
- **Gas** – gaseous fuels such as LPG, CNG, and/or hydrogen.
- **Hybrid** – a parallel system in which a petrol, diesel or gas engine provides the main power to the vehicle with an electric motor assisting when needed.
- **Fuel cell** – a static device that converts the chemical energy in a natural gas into electricity and hot water through an electrochemical process.

If you are applying for a first time eco permit you must be able to prove that your vehicle qualifies as an eco-vehicle. Please see the 'Proof of Eco Qualification' section.

If you have an eco-vehicle you can apply online or via post.

Non eco-vehicles cannot be added to a current eco-Vehicle Permit. A new application should be made for a standard resident permit and the eco-Vehicle should be added to this permit.

Motorcycles

The resident permit scheme differs slightly for motorcycles. The main differences to the standard scheme for cars are as follows:

- The charge for a resident permit for a motorcycle only is £56 per annum regardless of engine size.
- Resident permits for motorcycles are 'virtual' electronic permits administered through the City Council's Pay-to-Park scheme rather than physical, paper permits that need to be displayed on the vehicle.
- As well as allowing the motorcycle to park in resident bays in the permit holder's zone of residence, a resident permit for a motorcycle also allows the vehicle to be parked in any motorcycle bay throughout the borough without further payment.
- A motorcycle can be added to an existing permit for a car, although this would incur a standard £10 administration fee.

Please Note: Cars cannot be added to a motorcycle permit.

Foreign vehicles

We have special rules for vehicles registered abroad. First time applications must be made by post.

The vehicle must be kept in Westminster, which must be the main address. We will issue a permit providing 6 weeks of temporary cover to enable the applicant to start registering the vehicle. During the temporary cover period (1st month), the applicant must be able to provide evidence that the vehicle registration process has been started otherwise extensions to their permit will not be allowed.

For further information please visit our website **www.westminster.gov.uk/parking**

5. Annual permit charges

Vehicle type	Price
Engine above 1200cc	**£155**
Engine 1200cc and below	**£110**
Eco-Vehicle: Electric, gas, hybrid, fuel cell	**Free**
Motorcycle	**£56**

The full annual charge is payable if you:

- cannot show us that your vehicle qualifies for the 100% discount immediately (the highest charge applies).
- have two vehicles on your permit and only one is an eco-vehicle or a motorcycle
- are changing your permit which is for an eco-vehicle or motorcycle to a petrol/diesel vehicle. The charge applies according to the engine size of the new vehicle.
- have two vehicles on the permit that are petrol/diesel, the charge will apply to the vehicle with the highest engine size.
- have been issued with an temporary permit while you produce the remaining documents

6. Refunds

1. Refund requests can be made online at **https://www.westminster.gov.uk/parking-permit-refunds** or by completing application form 2 and posted to:

   Permits Administration
   PO Box 734, Redhill RH1 9FP

2. If you fail to submit remaining proof or submit false documents you will not be entitled to a refund.

7. Vehicle proof documents

Privately-owned vehicles

- The vehicle registration document (V5C) in your name and showing your Westminster address.
- A valid motor insurance certificate showing the vehicle registration number, Westminster address, dates of cover and you as the named or main driver of the vehicle. If all the details are not on the certificate, you must produce an accompanying schedule or related policy document showing the policy number and the missing details. We will not accept insurance documents showing addresses outside Westminster.

Privately-hired/leased vehicles

- The hire/lease agreement. The agreement must show the vehicle registration number, your name, dates of cover and the Westminster address.
- The insurance statement. This is normally found within the hire/lease agreement terms, but where this is not the case, a separate certificate must be produced showing the vehicle is insured in Westminster for your use.
- If your hire/lease agreement and insurance certificate is in the same document you will only be required to submit one document for a first time permit application.
- We do not accept hire/lease agreements made between private individuals.

Company owned vehicles

If the vehicle is provided to you by your employer which is a **limited company** you must produce:

- The vehicle registration document showing the company name and address.
- A letter on company headed paper signed by a senior company official (not related to you) dated within the last month, confirming the vehicle registration number and stating that the vehicle is provided to you for your sole use at your Westminster address and is insured for your use.

If the vehicle is provided to you by your employer which is a **non-limited company** or you are sole trader you must produce:

- A vehicle registration document showing the name and address of the company or trading name.
- A Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month, and completed by a senior official of the company or a representative such as the company accountant. This person must not be related to you. It must state that the vehicle is provided to you by the company as the sole driver and is insured for this purpose and kept at the Westminster address.

Company-hired/leased vehicles

- A company letter or Statutory Declaration as above.
- A letter from the hire/lease company confirming the vehicle is on lease to your company and that insurance is included in the terms of the lease.

These documents must be dated within one month.

Chauffeur vehicles

If you are a resident, own a vehicle and employ a professional chauffeur you must apply in your name and provide the following proof documents:

- A certificate of motor insurance showing the chauffeur as the named driver and the address at which the vehicle is kept in Westminster.
- A vehicle registration document showing you as the keeper at the Westminster address.
- Your chauffeur's full driving licence and two recent payslips or contract of employment.

Proof of eco qualification (100% discount)

The documents specified below are accepted as proof of eco-vehicle status.

Private and company- owned vehicles

- The vehicle registration document (V5C) showing the qualification as an eco-vehicle under the section for 'fuel classification'. In cases where a vehicle was bought as new during or after 2001 the V5C should automatically show this information. For vehicles registered before 2001 that have undergone conversion and the DVLA have been notified, it

will appear on the V5C. Where the classification is not shown on the V5C we will require documentation confirming that the vehicle was converted by an approved supplier.

Hired/leased vehicles

- We will accept the V5C, letter from an authorized conversion agent or hire agreement showing that a vehicle meets the eco-vehicle classification.

Fleet-leased vehicles

- If your vehicle is provided by an employer who has a fleet of vehicles on lease, we will accept a statement of confirmation on headed paper from the lease hire company about the eco-vehicle classification.

8. Your permit start date

First Time Applicants

You should enter the date you wish your permit to start.

Renewal Applicants

You do not need to complete this section as your permit will begin on the day after expiry of your existing permit.

9. Proof of residence

First Time Applicants

You must provide two proof documents from the list below, showing residence in your name and Westminster address.

Documents issued in joint names are acceptable and one must be dated within the last three months.

Renewal Applicants

You must provide one proof document from the list below, showing residence in your name and Westminster address. Documents issued in joint names are acceptable and must be dated within the last three months.

Provided your details have not changed, you may complete a renewal online.

You may not be required to submit residency proof if you apply online and your name and address is validated via the Westminster council tax register.

Acceptable Residency Proof Documents:

- Council Tax Statement
- Property Lease Agreement
- Property Purchase Document
- Tenancy Agreement
- Bank statement, building society statement, or credit card bill
- Electricity bill, Gas bill, or Water bill
- Landline Phone Bill or mobile bill-contract customers only
- Entitlement to local state benefit

Temporary permits

If you cannot produce all your vehicle and residency proof documents straight away we will issue you with a temporary permit for 6 weeks provided that:

- You can show us **at least one** of the required proofs of residence from the list **AND**
- One proof of vehicle ownership/use **AND**
- Proof of eco-vehicle status (where appropriate).
- You will pay for the permit in full (unless eco qualification is provided).
- Issue of the full annual permit includes the initial month that the interim permit is valid for.

PLEASE NOTE

All missing documents must be produced during the period of temporary cover. Do not apply if you cannot satisfy the scheme requirements.

We reserve the right not to issue any permit or refund.

Important – Data Protection

To find out why the Council needs to collect and store personal data, how this is used and your rights to access your information, please refer to our Privacy Policy at www.westminster.gov.uk/parking-services.

Westminster City Council will process your information primarily for the purpose of providing parking services to residents.

We may also use your information to detect and prevent fraud and protect public funds. This will include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the city. We may therefore disclose your information to, or request information from the Driver and Vehicle Licensing Authority (DVLA), Law Enforcement Agencies and other organisations such as Local Authorities. We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators to record data.

We will use the information you provide to recover unpaid Penalty Charge Notices issued in Westminster.

In line with its duty to protect public funds, the council and its agents will undertake investigations involving random auditing of vehicles and users who hold valid parking permits to counter suspected fraudulent use of its parking services. If you wish to complain at the manner in which your personal data has been processed or may be used you should write by post to the:

Data Protection Officer (Information Services)
Bi-Borough Legal Services
The Town Hall
Hornton Street
London W8 7NX.

Or by email to: dpo@westminster.gov.uk.

Westminster City Council Resident Permit Application Form 1
First Time and Renewals

It is important that you read the instructions carefully before making your application. Failure to provide the correct proof of documents or enclose a payment where necessary will delay your application.

☐ I am a first time applicant **Permit start date** (first time applicants only) Date _____ (dd/mm/yy)

☐ I am renewing my permit **Existing Permit No:** _____

Title (e.g. Mr, Mrs, Miss, Ms) _____ Surname _____

First Name _____ Post code _____

Address _____

Home Tel _____ Day Tel _____

Mobile _____ Email _____

If you have provided an email address, the permit department will use this should we need to contact you in relation to any further evidence request or information about your permit. In addition we will send your annual renewal reminder by email to the email address provided.

If you would prefer to receive your annual renewal reminder letter by post, please tick this box ☐.

Proof of residence Checklist

First time applicants

Provide 2 documents from the list opposite with your name and Westminster address. Joint names are acceptable. At least one MUST BE DATED WITHIN THE LAST THREE MONTHS.

Renewal applications

Provide ONE document from the list opposite, with your name and Westminster address. Joint names are acceptable. It must be DATED WITHIN THE LAST THREE MONTHS.

Please tick the relevant boxes for the documents you are supplying with your application

- ☐ Council Tax
- ☐ Bank statement, building society statement, or credit card bill
- ☐ Property Lease Agreement
- ☐ Electricity bill, Gas bill, or Water bill
- ☐ Property Purchase Document
- ☐ Landline Phone Bill or mobile bill-contract customers only
- ☐ Tenancy Agreement
- ☐ Entitlement to Local State Benefit

Vehicle details

	Vehicle 1	Vehicle 2 Please skip this section if only applying for 1 vehicle
Vehicle type	☐ Car ☐ Van ☐ Motorcycle ☐ Eco	☐ Car ☐ Van ☐ Motorcycle ☐ Eco
Vehicle registration		
Make & model		
Vehicle colour		
Fuel type	☐ Petrol ☐ Diesel ☐ Elec ☐ Hybrid ☐ Other	☐ Petrol ☐ Diesel ☐ Elec ☐ Hybrid ☐ Other
Engine size (cc)	☐ 1200cc or less ☐ More than1200cc	☐ 1200cc or less ☐ More than1200cc

Proof of vehicle ownership and/or use

First Time Applicants

Provide two documents from the list below with your name and Westminster address. Joint names are acceptable.

Renewal Applicants

Provide one document from the list below with your name and Westminster address. Joint names are acceptable

Please tick the relevant boxes for the documents you are supplying with your application

The vehicle is	Vehicle 1	Vehicle 2	Documents you will be supplying
Privately owned	☐	☐	Vehicle registration (V5C) in your name and Westminster address
	☐	☐	Certificate of insurance and schedule showing your name and Westminster address
	☐	☐	OR Group policy certificate showing all drivers and vehicles
Company owned	☐	☐	Vehicle registration (V5C) in the company name and address
	☐	☐	Company letter (public or limited company)
	☐	☐	Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive
Private hire/lease	☐	☐	Hire/lease agreement (if your agreement contains a statement of insurance then you do not need to supply an insurance certificate)
	☐	☐	Certificate of insurance and schedule showing your name and Westminster Address (not applicable if contained within the lease/hire agreement)
Company hire/lease	☐	☐	Hire/lease agreement or letter from the lease company to applicants employer
	☐	☐	Company letter (limited company)
	☐	☐	Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive (dated within one month)
Chauffeur vehicles	☐	☐	Vehicle registration (V5C) showing the applicant (resident) name and Westminster address
	☐	☐	Contract of employment or 2 payslips, employee's full driving licence and certificate of insurance showing chauffeur as main driver and applicant's (resident's) Westminster address

Payment

If applying by post you can pay by cheque, postal order or credit/debit card. If you need to pay by cash please visit **www.westminster.gov.uk/parking** for information on alternative payment options.

Please make cheques and postal orders made payable to **Westminster City Council.**

If you would like to pay by debit/credit card please tick this box and we will contact you to arrange payment ☐.

Declaration

Caution

It is an offence to give false or misleading information when applying for a resident permit. If you do so, you may be prosecuted and could face a fine of up to £2,500.

It is also an offence to mishandle or fake a parking permit. This is an offence and if prosecuted you could face a maximum fine of £5,000 (Magistrates' Court) or an unlimited fine and/or up to 2 years imprisonment (Crown Court).

I agree to submit the relevant payment for the permit, as specified in the instructions and guidance notes.

- The Westminster address shown in Section 1 of this form is my sole or main domestic residential address and the motor vehicle(s) is/are solely kept by me in Westminster and I am the main driver.
- I undertake to notify the City of Westminster of changes that may affect the validity of my permit.
- I do not hold another current on-street resident permit issued by Westminster City Council, or by any other authority.
- I understand and accept that my vehicle must be roadworthy and comply with the vehicle dimensions set out in the guidance and instructions.
- I understand and accept that if I am issued with a 6 week temporary permit and I fail to provide the necessary documents during the period of the interim cover I will not be granted a refund.
- I understand and accept that the City of Westminster or its agents will use the information I have provided to satisfy itself that I am eligible for the permit and/or prevent and detect fraud.
- I understand and accept that information I have supplied in this application may be used by other City of Westminster departments to prevent and detect fraud and to assist the Council in protecting public funds.
- I have read the instructions and guidance notes that accompany this application form and I understand and accept the conditions that apply to the on-street resident permit and scheme.
- I declare that the information I have submitted as part of this application is true. I understand that making a false submission to obtain a permit is a criminal offence for which I may be prosecuted
- I understand that if I have been issued with a free permit and my vehicle(s) change to fee paying status I will surrender my permit and reapply, paying the appropriate fee.
- I will return the permit if I am asked to do so by a Council Officer or authorised agent.

Signature _____

Print name _____

☐ Please tick this box if you would like to be kept up to date with information and developments from Parking Services that benefit residents.