

# COURTESY VEHICLE PARKING PERMIT

## Application form

Version 6.1

Courtesy vehicle parking permits cost £5 for two weeks.

Please complete this form in CAPITAL LETTERS and in black or dark blue ink.

You must supply original documentation. Photocopies are not acceptable.

### 1. Current permit

Please indicate what type of permit you currently hold.

Please cross **one** box:

- Resident parking permit  
 Disabled resident parking permit  
 Business parking permit

Please enter your current permit number:

#### FOR OFFICE USE ONLY

Permit number	
Expiry date	
Application type	
CPZ	
Fee	£
Method	
Docs seen?	
Officer initials	
Date	

### 2. Applicant details

Applicant's name

Business name (if applicable)

Address

Postcode

Telephone number

Email address

### 3. Courtesy vehicle details

You are **not** entitled to apply for a permit if the vehicle is more than 2.3 metres high and/or 5.3 metres long.

Vehicle registration mark

Make

Colour

### 4. Proof of courtesy vehicle

You must present a courtesy vehicle agreement.

Please cross the box:

- Courtesy vehicle agreement

#### FOR OFFICE USE ONLY

Officer initials

<input type="checkbox"/> Agreement	
------------------------------------	--

## 5. Proof of address

If you currently hold a resident or disabled resident parking permit, you must present **one** document from section 5a.

If you currently hold a business parking permit, you must present **one** document from section 5b and a letter from your employer on headed paper dated within three months (as required by section 5c), which should confirm your employment at the stated business.

### 5a - Proof of address (if resident/disabled resident parking permit holder)

Please cross **one** box:

- Driving licence
- Current council tax bill
- Bank statement/credit card statement dated within three months
- Utility bill dated within three months
- Current council rent book
- Welfare benefits letter dated within three months
- Department for Work and Pensions letter dated within three months

**FOR OFFICE USE ONLY**

Officer initials

<input type="checkbox"/> Driving licence	
<input type="checkbox"/> Council tax bill	
<input type="checkbox"/> B/CC statement	
<input type="checkbox"/> Utility bill	
<input type="checkbox"/> Rent book	
<input type="checkbox"/> Benefits letter	
<input type="checkbox"/> DWP letter	

### 5b - Proof of address (if business parking permit holder)

Please cross **one** box:

- An official lease agreement in the business name
- Current national non-domestic rate demand
- Bank statement dated within three months
- Utility bill dated within three months

**FOR OFFICE USE ONLY**

Officer initials

<input type="checkbox"/> Lease agreement	
<input type="checkbox"/> Rate demand	
<input type="checkbox"/> Bank statement	
<input type="checkbox"/> Utility bill	

### 5c - Proof of employment (if business parking permit holder)

Please cross the box:

- Letter from your employer on headed paper dated within three months

**FOR OFFICE USE ONLY**

Officer initials

<input type="checkbox"/> Letter	
---------------------------------	--

## 6. Declaration

Newham Council will only issue you with a permit if you confirm that the below declaration is true. After carefully reading it, please sign, date and print your name at the bottom to confirm you have read and understood it.

**WARNING:** It is an offence to give false or misleading information. If you do, you may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by the declaration items listed below may lead to prosecution and you could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both. Newham Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 0800 052 2420. All calls are treated in the strictest confidence.

*I certify that:*

- a) *I need a courtesy vehicle parking permit because the vehicle I normally use is currently unavailable.*
- b) *All documentation provided with my application is true and accurate.*
- c) *I understand that a courtesy vehicle parking permit is issued in conjunction with my current resident/disabled resident/business parking permit and is subject to the same terms and conditions and declaration that I agreed to when I last applied for my permit.*

**Only the applicant named in section 2 can sign this declaration.**

Signature

Date

Print name

## 7. Where to apply

Visit the East Ham Customer Service Centre, opening hours are available online at: [www.newham.gov.uk/csc](http://www.newham.gov.uk/csc)

**Please note that the East Ham Customer Service Centre can only accept debit/credit card payments.**