

# RESIDENT ACCESS PERMIT

## Application form

Version 6.0



Resident access permits are free.

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

### 1. Location of required access

Please cross **one** box:

- High Street North - ZONE A
- High Street North - ZONE B
- High Street North - ZONE C
- High Street North - ZONE P
- Priory Road (including 17-59 Barking Road and William Morley Close)
- Castle Street

FOR OFFICE USE ONLY

Permit number	
Expiry date	
Application type	
Location	A / B / C / P Priory Rd / Castle St
Officer initials	
Date	

### 2. Applicant details

Title	First name(s)
<input type="text"/>	<input type="text"/>
Surname	<input type="text"/>
Address	<input type="text"/>
<input type="text"/>	Postcode
<input type="text"/>	<input type="text"/>
Telephone number	Email address
<input type="text"/>	<input type="text"/>

You must present **one** document in the above name and address (which must fall within an access zone) from the list below. Please note that mobile phone bills, TV licences and vehicle/insurance documents are **not** accepted.

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
- Solicitor's letter (if this is your first application)
- Tenancy agreement (if this is your first application)\*

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	
<input type="checkbox"/> Benefits letter	
<input type="checkbox"/> DWP letter	

\*If your tenancy agreement is for less than one year, your permit will expire at the end of your tenancy.

### 3. Vehicle details

Vehicle registration mark

Make

Colour

You must present a UK vehicle registration document (V5C/logbook) in your name and address (which must fall within an access zone) for the above vehicle. Alternatively, if the vehicle is under lease or hire you must present the agreement. If it is a company vehicle, you must also present a letter on headed paper from your employer stating that you keep the vehicle at home.

Please cross the boxes that apply:

- UK vehicle registration document (V5C/logbook)
- Lease/hire agreement
- Letter from your employer on headed paper dated within three months

**FOR OFFICE USE ONLY**

Officer initials

<input type="checkbox"/> V5C/logbook	
<input type="checkbox"/> Hire agreement	
<input type="checkbox"/> Letter	

### 4. Declaration

Newham Council will only issue you with a permit if you confirm that the below declaration is true. After carefully reading it, please cross the **two** boxes at the bottom of this page and then sign, date and print your name.

**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) *The Newham address shown in section 2 of this form is my sole or main residential address throughout the year and the motor vehicle with the registration mark shown in section 3 of this form is kept and used by me.*
- b) *I understand that a resident access permit is issued for the sole use of the vehicle shown in section 3 and is not transferable to any other vehicle.*
- c) *All documentation provided with my application is true and accurate.*
- d) *I will notify Newham Council of any changes in circumstances that may affect the validity of the permit (including but not limited to: moving address; and/or selling the vehicle).*
- e) *I understand and accept that any permit issued to me by Newham Council remains the property of the council and I will return it to them if I am asked to do so by a council officer or someone authorised by the council.*
- f) *I will return my permit to Newham Council if they write to me stating that my permit has been cancelled or withdrawn.*
- g) *I understand and accept that my vehicle must be roadworthy and display a valid road fund licence (tax disc) throughout the life of the permit.*
- h) *I understand and accept that Newham Council and/or its agents will use the information I have provided to satisfy itself that I am eligible for the resident access parking permit and/or to prevent and detect fraud.*
- i) *I understand that in order to confirm proof of address and to reduce instances of fraudulent applications, an authorised officer of Newham Council may ask to visit my premises before or after issuing a permit. If such an inspection is refused, I understand that Newham Council may refuse issue or withdraw the permit.*
- j) *I understand that Newham Council has a duty to protect the public money it deals with and may use information I have given to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public money.*
- k) *I understand and accept that failing to comply with the criteria listed in items a to j (above) may result in the permit being withdrawn and enforcement action being taken against me.*

Please cross **both** boxes to confirm that:

- You have read, understood and accept the statements contained in the above declaration; and*
- The information you have provided in this form is true and accurate. You understand and accept that if you have stated anything that you know to be wrong, untrue or is subsequently found to be wrong, you may be prosecuted.*

**Only the applicant named in section 1 can sign this declaration.**

Signature

Date

Print name

## 5. Where to apply

### IN PERSON

To find a local service centre please call 020 8430 2000 or visit [www.newham.gov.uk/localservicecentres](http://www.newham.gov.uk/localservicecentres)

Please note that local service centres only accept debit/credit card payments for permits.

## 6. Enquiries

Please telephone 020 8430 2000.

Further information is also available online at [www.newham.gov.uk/parking](http://www.newham.gov.uk/parking)

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