

## RESIDENT PARKING PERMIT

1. The first resident parking permit is free, the second costs £50 and the third and subsequent permits cost £100. These charges are per address as defined by the Local Land Property Gazetteer (LLPG).
2. Resident parking permits last for 6 months and are assigned to applicants on a first come first serve basis, i.e. the first applicant will receive the first permit (position one), the second will receive the second permit (position two) etc. Provided permits are renewed before they expire, the permit sequence (i.e. the order in which they are issued and the charges therefore associated to them) will remain intact. Renewing permits after they expire may result in the sequence changing.
3. Further to item 1 and 2 herein, disabled resident parking permits will take up position one and be issued free of charge regardless of when they are applied for. If a resident parking permit has been issued for free in position one prior to the issue of a disabled resident parking permit, the resident parking permit will lose its position and take up the next available position and the appropriate charge upon renewal.
4. 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.
5. It is an offence to give false or misleading information. If the applicant does, they may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and they 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.
6. Newham Council and/or its agents may use the information provided by the applicant to satisfy itself that the applicant is eligible for the resident parking permit and/or to prevent and detect fraud.
7. In order to confirm proof of residency and to reduce instances of fraudulent applications, an authorised officer of Newham Council may ask to visit the applicant's home before or after issuing a permit. If the applicant refuses to allow inspection of their residence, Newham Council may refuse to issue or withdraw the permit.
8. Newham Council has a duty to protect the public money it deals with and may use information the applicant provides to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public money.
9. The address/property against which a resident parking permit is applied for must:
  - a. be the applicant's sole or main residence;
  - b. fall within the boundaries of a Newham residential parking zone (controlled parking zone) as defined by Newham Council; and
  - c. not be a car free development (i.e. a property not entitled to apply for such a permit) as defined by the property's planning permission.

10. The vehicle against which a resident parking permit is applied for must be registered with the DVLA in the UK or – in the case of a temporary resident parking permit - be registered with the DVLA in the UK within 8 weeks from the date the application is accepted by the council, i.e. the temporary permit issue date.

11. The vehicle against which a resident parking permit is applied for must be registered to the same address referred to in item 9 herein, except where the vehicle is on long term hire/lease or belongs to the applicant's employer.

12. The vehicle against which a resident parking permit is applied for must:

- a. be roadworthy;
- b. have a valid road fund licence (road tax) cover throughout the life of the permit; and
- c. be insured in accordance with UK law.

13. The vehicle against which a resident parking permit is applied for must not exceed 2.3 metres in height and/or 5.3 metres in length. Any resident parking permit displayed in a vehicle which exceeds this height and/or length restriction will be invalid.

14. If required, the applicant will support their resident parking permit application by providing the documentation outlined in the resident parking permit application form.

15. Where an applicant has recently moved address or purchased a new vehicle and is unable to provide all of the documentation outlined in the resident parking permit form, the council – subject to receiving satisfactory alternative documentation – may issue a temporary resident parking permit, which is valid for 8 weeks.

16. Where an applicant receives a temporary resident parking permit but fails to provide the required documentation prior to its expiry date, the council may cancel the original application and retain any monies paid, i.e. payments made against temporary resident parking permits are non-refundable.

17. Refunds for temporary parking permits will only be considered if the vehicle is either i) sold, ii) written off, or iii) the applicant moves address. Proof **must** be supplied when making an application for refund for a temporary parking permit.

18. The applicant will notify Newham Council of any changes in their personal circumstances which may affect the validity of the resident parking permit including but not limited to:

- a. a change of address; and
- b. sale or disposal of the vehicle.

19. Parking permits issued by Newham Council remain the property of the council and an applicant is required to return any such permit(s) to them if asked to do so by a council officer or somebody authorised by the council.

20. A resident parking permit must be displayed so that it is clearly visible from the front or nearside of the vehicle. Failure to clearly display a permit may result in a penalty charge notice being issued.

21. A resident parking permit is only valid for use in designated bays/spaces (either permit holder only bays or shared use bays that can be used by both permit holders and motorists purchasing a pay and display ticket) within the residential parking zone (controlled parking zone) displayed on the permit. The vehicle must be parked completely within the bay/space otherwise a penalty charge notice may be issued.

22. If an appropriate permit bay/space is unavailable, a resident parking permit does not entitle a driver to park where other parking restrictions are in force.

23. The council reserves the right to withdraw, invalidate or refuse to issue a permit if:

- a. the permit holder or any person using the permit threatens or physically attacks a civil enforcement officer, police officer or authorised officer of the council (such behaviour may also result in the applicant being barred from council premises);
- b. the permit holder or any person using the permit fails to comply with a reasonable request from a civil enforcement officer, a police officer or an authorised officer of the council in respect of their behaviour or usage of any permit issued by the council;
- c. it becomes apparent that a permit issued by the council is improperly held or is being improperly used;
- d. there is any default in payment of the council's appropriate charge for the permit; and/or
- e. the vehicle against which the permit has been issued has three or more outstanding penalty charges which have reached the stage where the statutory rights of appeal have been exhausted.

24. If the applicant transfers or sells the vehicle to a new keeper, the permit will no longer be valid.

25. If the applicant no longer owns the vehicle to which the permit has been issued or they move address, they must return the permit if requested by the council. The permit will be cancelled or alternatively can be transferred to the applicant's new vehicle or address (if within a Newham residential parking zone).

26. The applicant is solely responsible for renewing their resident parking permit before it expires. The applicant can renew their permit up to 6 weeks prior to its expiry date.

27. The council will usually warn you if on-street parking is going to be disrupted or suspended, although this is not always possible. In such circumstances, warning notices will normally be put up 48 hours in advance at the relevant parking bays. Emergency suspensions may be introduced at any time of day. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a penalty charge notice and your vehicle may be removed.

28. Newham Council does not accept resident parking permit applications by post and accepts no responsibility for any document loss or damage which occurs in transit to or from the council.

29. There is a £5 administration charge for processing refunds. Refunds are calculated in respect of the unused period per whole calendar month. Applicants can only apply for a permit refund where the value of the unused period is equal to £10 or more. To apply for a refund, applicants should return the original permit by post with a letter explaining why they would like a refund and where the refund should be posted to: Newham Parking Permits, PO Box 62484, London E16 9AU. Refunds take up to 28 days to process.

30. Refunds will not be considered for second, third or additional permits if the first permit option become available at the address.

31. The council takes no responsibility for permits lost in the post.