



April 2011

Doctor's Parking Permit

You will need this form if you:

- are applying for a doctor's parking permit;
- are replacing a permit that has been lost, stolen or destroyed;
- have changed your vehicle (even if this is only temporary);
- have changed your vehicle's registration; or
- have changed your name or surgery address.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

About this guide

This application guide contains extra information to help explain what you need to know to fill in the application form correctly.

Apply for a permit by post, in person or via the night safe as described in sections 1 to 4.

We will return your form to you if you have not filled it in properly or enclosed the relevant original documents to support it. This will delay us in issuing your permit.

1 Applications by post

You can post your form to the address provided in section 2. Remember to enclose the completed and signed form with all the relevant original documents, together with your payment (see section 4).

Allow at least ten working days to apply for a permit by post. You can renew your permit any time in the four weeks before it expires.

If the recorded delivery option is not specified, we will return your permit and documents to you by normal post.

2 Applications in person

You can bring your completed and signed application form and documents to the Customer Service Centre to obtain your permit.

During very busy periods you may have to wait for up to one hour before being served. The busiest times are at the beginning and end of the month, on Mondays and during the lunch-time period.

The Customer Service Centre is located at:

Customer Service Centre
Residents Parking
The Town Hall
Hornton Street
London W8 7NX

Opening hours:

Monday to Friday 8.30am to 5pm

If you have any questions or need help filling in this form, **contact us by:**

- telephone: 020 7361 4381 from Monday to Friday 8.30am to 5.30pm
- fax number: 020 7368 0276
- email: residentparking@rbkc.gov.uk
- web: www.rbkc.gov.uk/parking

3 Applications by night safe

You can leave your completed and signed application form and original supporting documents in the night safe (an "Out of hours" letterbox) 24 hours a day. It is situated to the left of the north entrance to the Town Hall in Holland Street. See section 4 for payment details.

Please allow at least ten working days to apply for a permit through the night safe.

4 How to pay

Payment by **post** or by **night safe** should be made by a completed cheque or postal order. If paying by cheque, please write your name and address on the back and make it payable to 'R.B. of Kensington and Chelsea'. **Do not send cash or credit cards in the post.**

At the Customer Service Centre you can pay in cash, by cheque (made payable to 'R.B. of Kensington and Chelsea'), or by credit or debit card (not American Express or Diners Card).

5 Reporting fraudulent permit holders

We try to make sure that only residents hold a current permit. People who live outside the borough are not entitled to get a permit. If you think that someone is using a resident parking permit they are not entitled to, please call the Fraud contact number 020 7361 4231.

This number is unmanned, please leave a message with details of your allegation and we will act upon it. You may leave an anonymous message if you wish to do so. We will keep your details confidential.

6 Prices of a doctor's parking permit

12 months

A. Post March 2001 vehicle registration (emission ratings)

Band 1 – up to 100g/km	£66.00
Band 2 – 101–120g/km	£88.00
Band 3 – 121–150g/km	£104.00
Band 4 – 151–165g/km	£115.00
Band 5 – 166–185g/km	£127.00
Band 6 – 186–225g/km and vehicles over 225g/km registered from 01/03/01 up to 22/03/06 (inclusive)	£138.00
Band 7 – over 225g/km and registered from 23/03/06	£161.00

B. Pre March 2001 vehicle registration (engine capacity)

Engine size not over 1549cc	£104.00
Engine size over 1549cc	£138.00

C. Emission band unknown

(1 month only – see 6E)	£28.00
-------------------------	--------

D. Non-refundable charge:

Diesel Supplement (pre Euro V vehicles*)	£15.00
--	--------

* Diesel fuelled vehicles manufactured prior to January 2011 are subject to an extra charge. Any diesel vehicle registered from January 2011 will comply with the Euro V standard and is therefore exempt from the diesel surcharge.

E. Proof of Vehicle Emissions/Engine Capacity

If your car was **registered on or after 1 March 2001** your permit price will be based on vehicle emissions. The vehicle registration certificate will state the CO₂ emissions; please refer to section 6a for permit charges. You will need to provide your vehicle registration document as proof of your vehicle emissions. If the vehicle is a company or hire car and you are unable to provide a copy of the vehicle registration certificate, you will need to provide a letter from the company confirming vehicle emissions.

If your vehicle was **registered before 1 March 2001**

or classed as private light goods, your Vehicle Registration Certificate will not state the vehicle emissions. Your permit price will be based on the engine size, please refer to section 6b for permit charges. You will need to provide your vehicle registration document as proof of the vehicle's engine capacity. If the vehicle is a company or hire car, you will need to provide a letter from the company confirming the vehicle engine capacity.

If you **cannot provide proof** of vehicle emissions or engine capacity, we can issue you with a one month permit at a set rate of £28 to give you time to obtain the relevant documentation. This amount will be off-set against the balance of the annual charge when you provide the necessary proof.

If your vehicle is fully electric, the vehicle registration document will not display the CO₂ emissions level, these vehicles will be charged as Band 1. Charges for Hybrid vehicles are based on vehicle emissions.

F. Supplementary Charges (non-refundable) Diesel

There is an extra charge for diesel fuelled vehicles manufactured prior to January 2011. Please see the payment chart for details. Any diesel vehicle registered from January 2011 onwards will comply with the Euro V standard and is therefore exempt from the diesel surcharge.

7 Who qualifies for a doctor's parking permit?

General practitioners (GPs) who do not live in the Royal Borough of Kensington and Chelsea can get a parking permit in certain circumstances.

Every time you apply to renew your parking permit, we will review your need for it.

We will only consider your case if you meet the following conditions.

- You are a legally qualified GP who is a principal or partner with your own list of patients, or an assistant or trainee GP. We will not consider your application if you are a receptionist, secretary or nurse.
- You must provide most of your medical services, including a full-time emergency service, from a practice in the Royal Borough of Kensington and Chelsea. Your surgery must keep regular surgery hours on weekdays.

Documents needed to apply for a Doctor's Parking Permit

8 Driving licence

All applicants must produce a valid driving licence (full or provisional) as well as anything else we ask for below. (If you have a new-style driving licence, we accept either the paper counterpart or the photocard). If you hold a non-UK driving licence, this must show your full name and must be valid in the UK.

9 Proof of where I practise

You must produce a letter confirming that you are a practising general practitioner (GP) or trainee GP and that you work in the Royal Borough for at least half the week.

You must send us original documents with your application as we will not accept photocopied, faxed or scanned documents.

10 Proof that I own or use the vehicle

All documents must clearly show your name. You must send us original documents with your application. We will not accept photocopied, faxed or scanned documents.

Own vehicle

If you are the keeper of the vehicle, you will need to produce the original vehicle registration certificate (DVLA form V5) which shows your name. If you have recently purchased a vehicle you will need to provide the Sales Invoice or New Keepers supplement, and the Insurance cover note.

Hire and lease vehicles

If you hire, lease or rent a vehicle, you must produce the agreement which shows your name.

Vehicles that are registered abroad

We will not issue a doctor's permit to a foreign registered vehicle. The vehicle must be registered with the DVLA. Registration takes approximately two to three weeks and you can get details by calling the DVLA office on 0870 850 0007.

Changes to an existing permit

To notify us of any changes you must complete and sign a new application form and provide proof where required.

11 Changing my address

If you change your practice address within the Royal Borough while your permit is still valid, you can continue to use the same permit but you need to let us know so that we can update our records.

12 Changing my name

If you change your name while your permit is still valid, you can continue to use the permit but you need to let us know so that we can update our records. You must produce one item to prove that you have changed your name, for example, your original marriage certificate, deed poll or decree nisi divorce certificate.

13 Changing your vehicle permanently

If you have changed your vehicle, you **must not** alter your existing permit. You must return your current permit, together with proof of your new vehicle details. You must produce proof that you own or use the new vehicle, as shown above.

You must also produce your driving licence.

We will only accept an invoice or bill of sale if you have very recently changed your vehicle. This must show your name and the new vehicle registration number. We will not charge you if you return your original permit.

14 Changing your vehicle temporarily

We do not give permits to borrowed or shared vehicles except when your vehicle is off the road because of an accident or major repair, or if it has been stolen. In these cases we will give you a permit for a temporary replacement vehicle that is not registered in your name. You must produce your original permit with a letter from the garage or insurance company to confirm the damage or major repair. If you have borrowed the vehicle, you will also need to provide the vehicle registration document for the replacement vehicle, and a letter from the owner saying that you will be the only person using that vehicle. **You must also produce your driving licence.**

You must display both the temporary permit and your normal permit in the temporary vehicle.

15 Lost, stolen or destroyed permits

Lost or destroyed permits

If your permit has been lost or destroyed or damaged and you need a replacement for the same vehicle, you will have to pay a £25 administration fee. The replacement permit will be valid for the life of the permit that was lost or destroyed. If you need a replacement permit for a different vehicle, you will have to pay the administration fee as well as the cost of a new permit, even if time was left on the old one.

We reserve the right not to reissue a permit.

Stolen permits

If your permit has been stolen and you provide a crime reference number, we will charge a £10 administration fee for giving you a replacement. If you do not have a crime reference number, we will treat this as a lost permit and you will have to pay the £25 administration fee for a replacement permit for the same vehicle. If the permit is for a different vehicle, you will need to pay the administration fee as well as the cost of a new permit.

16 Returning a permit

If you no longer need your permit, or are no longer eligible for a permit, you must return it to us at the address in section three. We will send you a refund within 28 days. If you do not return the permit, you will be breaking the rules of the Doctor Parking Scheme and committing an offence.

We will refund any unused time if you return your permit without being asked. We work this out from the day we receive the permit in our office.

If we have to ask you to return the permit, you will not receive a refund.

Parking with a permit

17 Where can I park with a permit?

If you have a valid doctor's parking permit, you can park in bays that display the Royal Borough of Kensington and Chelsea resident permit holder only signs. The parking spaces vary in length from road to road and are not normally divided up into vehicle

spaces. You are not allowed to reserve a specific parking bay. You must park your vehicle so that the wheels are within the white bay markings and you cannot park a trailer in a resident parking bay. You are not allowed to park in a numbered doctor's parking bay with this permit.

Having a parking permit does not guarantee that you will have a parking space.

18 When can I park with a permit?

We reserve parking bays for permit holders from 8.30am to 6.30pm, Monday to Friday, and on Saturday from 8.30am to 1.30pm or 6.30pm depending on the area. In some areas they are reserved from 8.30am to 10pm, Monday to Friday and in some areas are reserved from 1pm to 5pm on Sundays. The actual times are shown on the signs for each bay.

Unless individual signs say otherwise, the controls on resident parking bays and yellow lines apply during the times shown on the parking signs at the entrance to the Controlled Parking Zone.

The restrictions on diplomatic bays and disabled bays apply all the time. Restrictions on yellow lines apply on both bank and public holidays.

19 Where do I put my permit?

You must put your permit on the front windscreen. You are responsible for making sure that the permit can be seen clearly at all times.

20 Suspending parking bays

We may have to suspend resident parking bays for a number of reasons, for example, for roadworks or large delivery vehicles. If we do this, we will normally give three working days' notice (unless it is an emergency). The suspension will begin from 8.30am and you will not be able to park in the bay or bays that are affected. When this happens we will put up a parking suspension sign telling you when the suspension starts and ends.

We will not refund any amount less than £5.

It is important that you read and understand the instructions and conditions that apply to your permit application.

Please continue/turn over to the next page.

Please read each point below carefully. You will sign to say you have read and understood them fully at the end of this form.

Warning: It is an offence to give untrue or misleading information or to withhold information. If you do so we may prosecute you and you may face an unlimited fine or a term of up to 10 years imprisonment or both.

- I confirm that I am a legally qualified GP or a trainee GP, who is a principal partner with my own list of patients and I provide a full-time emergency service.
- I confirm that the address shown in section C on this form is my practice.
- I confirm that I keep and use the vehicle with the registration number given in section D of this form. If I stop practising in the borough, or stop keeping and using the vehicle, I will return my permit immediately.
- I confirm that the vehicle with the registration number given in section D of this form is not designed for more than 12 passengers (not including the driver), and is less than 548.6 centimetres (18 feet) long and less than 208.3 centimetres (6 feet 10 inches) high.
- I understand and accept that you may ask to visit my practice or carry out further investigations, including contacting any relevant individuals before or after issuing a permit, to make sure I have given the correct details. If I refuse, I understand it is likely that you will not give me a permit or that you will withdraw my permit.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue each doctor's parking permit. I accept that you will pass this information to other Royal Borough of Kensington and Chelsea council departments and the DVLA, for this and related purposes.
- I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other organisations who handle public funds for these purposes only.
- I understand that if I abuse the doctor's permit scheme, you will withdraw my permit and you may refuse to give me another permit for at least a year. In serious cases, I may never be allowed another permit and could face prosecution. (Abusing the scheme includes allowing non-residents to use your address to apply for a permit; selling a vehicle still displaying a permit; holding a permit for more than one borough; deliberately understating a vehicle's height or length; providing false information or documents to get a permit; and producing fake permits for personal use or distribution.)
- I have read and understood the instructions and notes which accompany this application form. I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.

Please remove the application form from this booklet.

You should keep these notes as you may need to refer to them in the future.

Doctor's parking permit

Office use only

Date:

Initials:

Resident name:

Please tick all the relevant boxes and fill in all the details we ask for.
Please write clearly in **BLOCK CAPITALS**.

- A Is this:**
- an application for a permit? (Fill in sections A to E and I to J)
 - an application to replace a lost, stolen or destroyed permit? (Fill in sections A to E and H to J)
 - a notice that you have changed your vehicle? (Fill in sections A to E, G and J)
 - a notice that you have changed your address? (Fill in sections A to F and J)
 - a notice that you have changed your name? (Fill in sections A to F and J)

B Type of permits	Permit Period	
Tick the box in the column for the applicable charge/vehicle banding	<input checked="" type="checkbox"/>	12 months
Post March 2001 vehicle registration (emission ratings)		
Band 1 – up to 100g/km		£66
Band 2 – 101–120g/km		£88
Band 3 – 121–150g/km		£104
Band 4 – 151–165g/km		£115
Band 5 – 166–185g/km		£127
Band 6 – 186–225g/km and vehicles over 225g/km registered from 01/03/01 up to 22/03/06 (inclusive)		£138
Band 7 – over 225g/km and registered from 23/03/06		£161
Pre March 2001 vehicle registration (engine capacity)		
Engine size not over 1549cc		£104
Engine size over 1549cc		£138
Emission band unknown (1 month only – see 6E)		£28
Non refundable charge:		
Diesel vehicle (pre Euro V vehicles*)		£15.00

* Diesel fuelled vehicles manufactured prior to January 2011 are subject to an extra charge. Any diesel vehicle registered from January 2011 will comply with the Euro V standard and is therefore exempt from the diesel surcharge.

Please note, you cannot renew a permit more than 6 weeks before the expiry date.

C Your details

Title (Mr, Mrs, Miss, Ms): _____ Surname: _____

First names (in full): _____

Address (including flat number or floor) and postcode: _____

Phone

home: _____ work: _____

mobile: _____

Practice address and postcode: _____

D Proof that I own or use the vehicle

Vehicle registration: _____

Make, model and colour: _____

Engine size: _____ OR

CO₂ Emissions (g/km) (if they appear on the Vehicle Registration Certificate): _____

Whose name is on the vehicle registration certificate? (see section 10)

- **Yours** (we need to see the following proof)

I enclose the original vehicle registration certificate (VRC DVLA form V5)

Documents required for a recently purchased vehicle

New Keeper supplement (VC5/2) and insurance or,

Sales invoice and insurance

- **Lease or hire company** (we need to see the following proof)

I enclose the original agreement

E Proof of who I am

I enclose my original, current driving licence

You must produce your original driving licence as proof you can drive. If you have a new-style driving licence, we will accept either the photocard or the paper copy.

I enclose an original letter from the practice manager confirming the following.

I am a general practitioner (GP) or trainee GP (not a receptionist, secretary or nurse).

I spend more than half my week working in the borough as a GP or a trainee GP.

F Change of address or name

Old address or name: _____

G Change of vehicle (permanent or temporary)

Permanent change **Old car's registration:** _____

I am permanently changing my vehicle and have enclosed the following proof.

- Current permit from my old vehicle.
- Vehicle registration certificate (DVLA form V5) for the new vehicle.

Temporary change **Temporary vehicle's registration:** _____

I am temporarily using a vehicle that is not registered in my name and have enclosed the following.

- Current permit from my normal vehicle.
- A letter from the garage or insurance company.
- Vehicle registration certificate (DVLA form V5) and a letter saying that I am the only person using the vehicle.

H Lost, stolen or destroyed permits (see section 19)

Was your permit: lost? stolen? destroyed?

Crime reference number: _____

Date you reported it to the police: _____

Police station you reported it to: _____

The fee to replace a stolen permit with a crime reference number is £10.

The fee to replace a lost or stolen permit without a crime reference number is £25, as well as the cost of the new permit.

I Night safe (see section 4)

If you are going to use the night safe for your application, please tick how you would like us to return the permit and original documents to you.

- Normal post
- Recorded delivery (If you are not present to sign for it, you have seven days to collect it from the post office. After this, if you ask us for a copy of the permit you will be charged a £25 administration fee.)

If you do not tick either box, we will return your permit and documents through the normal post.

J Declaration (The person named in section C must sign this declaration)

Please read each section below carefully. You will sign to say that you have read and understood them fully, at the end of this form.

- I confirm that I am a legally qualified GP or a trainee GP, who is a principal partner with my own list of patients and I provide a full-time emergency service.
- I confirm that the address shown in section C on this form is my practice.
- I confirm that I keep and use the vehicle with the registration number given in section D of this form. If I stop practising in the borough, or stop keeping and using the vehicle, I will return my permit immediately.
- I confirm that the vehicle with the registration number given in section D of this form is not designed for more than 12 passengers (not including the driver), and is less than 548.6 centimetres (18 feet) long and less than 208.3 centimetres (6 feet 10 inches) high.
- I understand and accept that you may ask to visit my practice or carry out further investigations, including contacting any relevant individuals before or after issuing a permit, to make sure I have given the correct details. If I refuse, I understand it is likely that you will not give me a permit or that you will withdraw my permit.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue each doctor's parking permit. I accept that you will pass this information to other Royal Borough of Kensington and Chelsea council departments and the DVLA, for this and related purposes.
- I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other organisations who handle public funds for these purposes only.
- I understand that if I abuse the doctor's permit scheme, you will withdraw my permit and you may refuse to give me another permit for at least a year. In serious cases, I may never be allowed another permit and could face prosecution. (Abusing the scheme includes allowing non-residents to use your address to apply for a permit; selling a vehicle still displaying a permit; holding a permit for more than one borough; deliberately understating a vehicle's height or length; providing false information or documents to get a permit; and producing fake permits for personal use or distribution.)
- I have read and understood the instructions and notes which accompany this application form. I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.

Warning: It is an offence to give untrue or misleading information or to withhold information. If you do so we may prosecute you and you may face an unlimited fine or a term of up to 10 years imprisonment or both.

Your signature: _____ **Date:** _____ / _____ / _____