

May 2009

Resident Parking Permit

You will need this form if you:

- are applying for a 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 plate;
- have changed your address; or
- have changed your name.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

1 How do I fill in this form?

Please write clearly in CAPITAL LETTERS, using black ink and remember to tick all the relevant boxes. These notes will help you fill in the form correctly. 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.

2 Applications by post

You can post your form to the address in section 3. Remember to enclose all the relevant original documents with your form.

Please enclose payment with your form. If you are paying by cheque, please write your name and address on the back of the cheque and make it payable to 'RB Kensington and Chelsea'. **Do not send cash in the post.**

We aim to process postal applications within five working days, but you should allow at least ten working days to make sure you receive your permit before your current one runs out (allow ten working days for recorded delivery). You can renew your permit any time in the four weeks before it runs out. We only send permits to your address in the Royal Borough. Unless the recorded delivery option is specified, we will return your permit and documents to you by normal post.

3 Applications in person

You can bring your form into the Customer Service Centre and it can be dealt with while you wait:

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

Opening hours:
Monday to Friday 8.30am to 5pm

Remember to bring all the documents you need with you. You can pay in cash, by cheque (made payable to 'RB Kensington and Chelsea'), or by credit or debit card (not American Express or Diners Card).

Because of the nature of the transactions in the Customer Service Centre, during very busy periods you may have to wait for up to one hour before being served. The Customer Service Centre is at its busiest in the days at the beginning and end of the month, as well as over the lunch-time period.

4 Applications by night safe

You can leave your application and supporting documents in the night safe, 24 hours a day. The night safe is situated on the left of the north entrance of the Town Hall in Holland Street. Please enclose the relevant payment with your form. If you are paying by cheque, please write your name and address on the back of it and make it payable to 'RB Kensington and Chelsea'. **Do not put cash in the night safe.**

If you have not filled in your application form correctly, or you have not enclosed the relevant original documents, we will call you so you can either drop the relevant documents in the night safe or have the form and documents posted back to you. Please allow seven working days for us to process your application.

5 What should I do if I need help?

If you have any questions or need help filling in this form, please contact Customer Services on 020 7361 4381. We may record these calls for training purposes.

Reporting fraudulent permit holders

As you know, there is a great deal of pressure on residents' parking spaces in the Royal Borough. This is made worse by people who do not live in the borough getting permits by giving us false information. We try to make sure that only residents hold a current permit, and we do everything possible to make it more difficult for people who live outside the borough to get a permit they are not entitled to.

If you think that someone is using a resident parking permit they are not entitled to, please call 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.

We will take the necessary steps to prevent fraud. This is in line with data protection law.

If you do not provide the correct documentation set out in this document we will reject your application.

We will prosecute people who try to get a permit by knowingly giving false or misleading information.

Residents Parking Customer Service, The Town Hall, Hornton Street, London W8 7NX
www.rbkc.gov.uk | residentparking@rbkc.gov.uk

6 Resident Permit Charges

Vehicle Permits	12 months	6 months	3 months	1 month	Weekend Only
New graduated permit prices are based on vehicle emissions or engine capacity indicated at the time of vehicle registration					
A. Post March 2001 vehicle registration (emission ratings)					
Band 1 – up to 100 g/km	£66	£40	£24	£15	£23
Band 2 – 101–120 g/km	£88	£53	£32	£21	£31
Band 3 – 121–150 g/km	£99	£60	£36	£23	£34
Band 4 – 151–165 g/km	£110	£66	£41	£25	£39
Band 5 – 166–185 g/km	£121	£73	£44	£29	£42
Band 6 – 186–225 g/km and vehicles over 225 g/km registered from 01/03/2001 up to 22/03/06 (inclusive)	£132	£79	£48	£31	£46
Band 7 – over 225 g/km and registered from 23/03/06	£154	£92	£56	£36	£54
Fully electric vehicles are classed as Band A					
B. Pre March 2001 vehicle registration (engine capacity)					
Engine size not over 1549cc	£99	£60	£36	£23	£34
Engine size over 1549cc	£132	£79	£48	£31	£46
C. Emission band unknown (see section 6F)	n/a	n/a	n/a	£28	n/a
D. Supplementary charges for (non-refundable)					
Diesel vehicles	£5.50	£2.75	£1.40	£0.60	£2.20
Second or subsequent permit within a household (price per permit)	£55	£28	£14	£5.50	£22
E. Motorcycle Permits					
Motorcycle Permit*	£35	£21	£13		
Combined Motorcycle Permit**	£88	£53	£32		
Motorcycle Discount for:					
ARTC Discount***	£15	£8	£3.50		

* Permit to park in motorcycle bay only

** Permit to park in motorcycle and resident bays

*** Discount applied for Advanced Rider Training Certificate Holders (ARTC). Proof in the form of a certificate from the following list will be required:

1. British Motorcycle Federation
 - Blue Ribband
2. Royal Society for the Prevention of Accidents
 - Scooter/Moped Training
 - Advanced Motorcycle test
3. UK Advanced Motorcycle Training
 - OxOCN Course
4. Institute of Advanced Motorists
 - Any
5. Bikesafe London
 - Scooter Safe
 - Standard

6 Resident Permit Charges *continued*

F. 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 £25 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 are classed as Band 1.

G. Supplementary Charges (non-refundable)

Diesel

If you are applying for a permit for a diesel fuelled vehicle you will be liable to pay a pro rata supplementary charge (see 6D for details of charge).

Second or subsequent permit holder in a household

If you are applying for a permit and you are the second or subsequent permit holder in your household there will be a pro rata supplementary charge applied to the price of your permit (see 6D for details of charge).

It is the responsibility of all householders to determine who will be the primary permit holder and who will be the second or subsequent permit holder.

7 Who qualifies for a permit?

Only people who live in the Royal Borough can hold a resident parking permit. Each person is entitled to one permit for one car or motorcycle (or both).

You can only get a permit if your main home (not including a bed or makeshift bedroom in the back of an office or shop) is in the borough **and** you meet the following conditions.

- You spend at least four nights a week at your home in the borough;
- You live at the property for at least 13 weeks in a row;
- You pay the relevant Council Tax for the property (full or single person), or the property has a student discount and you can prove you are a student;
- The vehicle registration certificate shows your name and address in the Royal Borough, or your company name or the name of a lease or hire company;
- You do not already hold a resident parking permit for another address in any other local authority;
- Your vehicle is a motorcycle, car or van.
- **Your vehicle is not designed for more than 12 passengers (not counting the driver) and is less than 548.6 centimetres (18 feet) long and less than 208.3 centimetres (6 feet 10 inches) high.**

8 Who does not qualify for a permit?

You will not qualify for a resident parking permit if:

- you own a property in the borough but live elsewhere;
- you work in the borough but live elsewhere;
- you are a tourist;
- you are a member of staff, or a guest, in a hotel;
- you are domestic staff (for example a nanny), but live outside the borough;
- you want to supervise builders in a property you plan to move into;
- your property is not in the resident permit scheme or is part of a permit free development;
- the vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA); or
- you borrow or share a vehicle; or
- you have three or more unpaid PCNs (parking tickets) issued by us or on our behalf.

9 Where can I park with a permit?

If you have a valid resident parking permit for a car or van, you can park in bays which display the Royal Borough of Kensington and Chelsea resident permit holder only signs. If you have a motorcycle permit, you can park your vehicle in bays that display the words "M/C Permits Only"; the combined permit allows you to park your motorcycle in both motorcycle permit and resident permit bays. 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.

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

10 When can I park with a permit?

We reserve parking bays for residents 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 Sundays. The actual times are shown on the signs for each bay. We reserve motorcycle permit holder bays for 24 hours a day, seven days a week.

Unless individual signs say otherwise, the controls on resident parking bays and yellow lines apply during the times shown on the parking signs.

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

11 Where do I put my permit?

You must clearly display the permit on your vehicle's front windscreen, or in a tax disc holder on a motorbike. You are responsible for making sure that the permit can be seen clearly at all times.

12 Suspending parking bays

We may have to suspend resident or motorcycle 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 (including Saturday) 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. Please remember it is your responsibility to check your vehicle before 8.30am to make sure parking is not suspended. If you cannot

check, for example, if you are away on holiday or business, you should arrange for someone else to check and, if necessary, move your vehicle.

If you are going away, you can leave your car in the town hall car park. We offer resident permit holders a reduced rate of £6 a day (with a minimum charge of £42). For more information, please call the car park directly on 020 7937 7040.

13 Driving licence

You must have a valid driving licence (full or provisional). We accept either the photocard or the paper counterpart you receive with it.) If you hold a driving licence that was not issued in the UK, this must show your full name and must be valid in the UK. The driving licence does not have to show your address in the Royal Borough unless you are using it as a proof of where you live. Other conditions apply for residents who do not drive and you should phone the Customer Service Centre for more information (the phone number is in section 5). If you only hold a provisional driving licence we may ask to see further evidence that you are learning to drive.

14 Proof of where I live

All documents you provide as proof of where you live must clearly show your name and your address in the Royal Borough. You must provide two documents from the lists below with your application. We will not accept photocopied, faxed or scanned documents. **We do not accept gas, electricity, phone, cable or water bills as proof of where you live.**

1. Electoral register

If your name appears on the current published electoral register (not the draft register) you can use this as one proof of residency. If you are not sure whether your name is on the electoral register, you can visit any library in the Royal Borough and look at the electoral register or check with Electoral Registration on 020 7361 3444.

2. Council Tax Bill

If your name appears on the Council Tax bill for your address in the Borough you can use this as one proof of residency as long as the billing address is also your address in the borough.

(Please note that having your name on both the Electoral Register and on the Council Tax bill will count as two proofs of where you live)

3. Other documents

If your name does not appear in the Electoral Register or on the Council Tax bill, you must provide two original documents from any of the following as proof of where you live:

- Current driving licence;
- Current Council or housing trust rent statement;
- Flat or house contents insurance (valid for the full life of the permit);
- Current benefits or pension statement;
- Alien registration card;
- Firearms certificate;
- Tenancy agreement (not handwritten, and covering the full period of the permit);
- Current bank or building society statement (we do not accept credit card or online statements).

Living-in staff (e.g. nannies, chauffeurs)

You will need to provide a current contract of employment which shows that you have to live in the Royal Borough as part of your job. When you renew the permit, you will also need to provide one item to prove where you live (see Section 14). **We will only issue a maximum of a three-month permit.**

Moving into the Royal Borough

You must register with our Council Tax department before we can process your application. If you have moved into the Royal Borough in the last three months and cannot provide the necessary proof of where you live, we will issue a three-month permit when you produce a solicitor's letter confirming that the sale has been completed or a new tenancy agreement. This will give you enough time to produce the proof we need to see when the permit runs out.

15 Proof that I own or use the vehicle

All the documents you provide as proof must clearly show your name and your address in the Royal Borough. You must send us original documents with your application. **We will not accept photocopied, faxed or scanned documents.**

If you have just bought the vehicle we will accept your insurance documents and **either** your New Keepers Supplement (V5C/2) **or** a sales invoice (from a garage or dealers). You can only use these when you first apply for a permit for this vehicle.

The permit will last for up to three months.

Hire and lease vehicles

If you hire, lease or rent a vehicle, you must produce the agreement, from a hiring or leasing company, which shows your name and your address in the Royal Borough.

Company vehicles

If you have a company vehicle (including a vehicle owned by a partnership or sole trader) you will need to produce a letter on the company's headed paper from the company secretary or someone of a similar position (not from you). It needs to say that you are an employee, partner or sole trader, and that you are the only person using the vehicle. You must also produce the Vehicle Registration Certificate (VRC) or, if the vehicle is leased, the lease agreement showing either your name or address in the Royal Borough or the company's name and address.

Vehicles that are registered abroad

If you have a vehicle that is registered abroad and you have just moved into the country, we will give you a permit (as long as we see the vehicle registration certificate showing your name) for up to six months, during which time the vehicle must be registered with the DVLA.

We will not issue permits to foreign registered vehicles under any other circumstances.

Registration takes approximately two to three weeks and you can get details by calling the DVLA office on 0870 850 0007. We only issue resident parking permits to people who live in the Royal Borough. Anyone who claims to be exempt from the DVLA regulations will not be eligible for a resident parking permit.

Moving into the Royal Borough

If you have moved into the Royal Borough in the last three months, you will need to change the address on the vehicle registration certificate (VRC). Once the details of your new address have been updated and the declaration signed on the VRC, we can issue a three month permit. We can send the change of address to the DVLA for you. This will give you enough time to produce the updated VRC by the time the permit runs out.

16 Changing your address or name

If you change your address or name in 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. You must produce one item to prove your new address (see section 14) or that you have changed your name (for example, a copy of your marriage certificate).

17 Changing your vehicle permanently

(This includes changing your registration plate)

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 in section 15 on the previous page and above. **You must also produce your driving licence and proof of your address.**

We will only accept an invoice or bill of sale if you have very recently changed your vehicle. This must show your name (or that of your company) and the new vehicle registration number.

18 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 and the dates that you will be using the temporary vehicle. If you have borrowed the vehicle, you will also need to provide the vehicle registration certificate 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 and proof of your address.**

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

19 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, there will be a £25 administration fee (or £6 for motorcycles). 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 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, you must provide a crime reference number. We will charge a £10 administration fee (or £6 for motorcycles) for giving you a replacement.

If you do not have a crime reference number, we will treat this as a lost permit.

Please note that administration fees are non-refundable.

20 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 3. We will send you a refund within 28 days. If you do not return the permit, you will be breaking the rules of the Resident Parking Scheme and committing an offence.

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

We will not give you a refund for a one-month permit, or if the refund would be less than £5.

21 Misuse or abuse of the Residents' Parking Scheme

The council treats abuse of the Residents' Parking Scheme seriously. Abusing the scheme includes allowing non-residents to use your address to get a permit; selling a vehicle displaying a permit; holding a permit for more than one borough; deliberately understating a vehicle's height or length; providing false information to get a permit; producing or displaying fake permits or failing to return a permit when requested to do so.

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 false or misleading information. If you do, we may prosecute you and you may be ordered to pay a fine of up to £2,500.

- I confirm that the address shown in section C on the form is my main home, as defined in section 7 of these notes.
- I confirm that I am the main user and the keeper of the vehicle specified in section D of this form, and I will not allow non-residents to use my permit to park in the Borough. If I stop living in the Borough or stop keeping and using the vehicle, I will return my permit immediately. If not, I will be committing an offence and may lose any refund that would be paid for a returned permit.
- I confirm that the vehicle with the registration given in section D of the 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 confirm that if the permit is for use on a company vehicle I will return the permit if I either stop living in the Borough or I am no longer employed by the company. I understand that the permit remains the property of the Royal Borough of Kensington and Chelsea.
- I confirm that I do not hold another valid resident parking permit from any other local authority. (You may hold two resident parking permits for the Royal Borough of Kensington and Chelsea, one for a motorcycle and one for a van or car).
- I understand and accept that you may ask to visit my home or carry out further investigations, including contacting any relevant people, before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit. In these circumstances, I also understand that my vehicle may be removed if it is parked in a resident parking bay.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. You will use the information I have given to issue resident parking permits. I accept that you will pass this information to other 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 bodies who handle public funds for these purposes only.
- I understand that if I pay for a resident permit by cheque, credit card or debit card and my bank refuses to make that payment, the permit will be considered to be invalid and I risk having my vehicle ticketed, clamped or removed.
- In certain circumstances, the Royal Borough may require you to produce further evidence to support your application. This may be in addition to any documentation described within this application form. This is in accordance with the Traffic Management Order 1999, No.96 (Schedule 1 – Part III).
- I understand that if I abuse the Residents' Parking scheme my permit will be withdrawn and I may not be able to get a further permit for at least one year. In serious cases I may never be allowed a further permit and could be prosecuted. (Please refer to Part 21 where we describe what constitutes 'abuse' of the Residents' parking scheme.)
- I have read and understood the instructions and notes with this application form. I understand and accept that you may prosecute me if I have given any information on the 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.

Resident 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** using black ink.

- A Is this:** an application for a permit? (Fill in sections A to F and K to M)
 an application to replace a permit that has been lost, stolen or destroyed? (Fill in sections A to F and I and L to M)
 a notice that you have changed your vehicle or registration plate? (Fill in sections A to H, L and M)
 a notice that you have changed your address? (Fill in sections A to G, L and M)
 a notice that you have changed your name? (Fill in sections A to G, L and M)
 a notice that you have not received your permit in the post (Fill in sections A to D and J to M)

Permit reference number This is on your current permit.

- B Is the vehicle:** a car or van (see Section M)?
 a motorcycle?

C Your details: (see sections 7 and 8)

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

First names (in full): _____

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

Phone (home): _____ (mobile): _____

(work): _____ You must supply your contact number.

D Proof that you own or use the vehicle (see section 15)

Vehicle registration: _____ Colour of vehicle: _____

Make and model: _____

Whose name is on the vehicle registration certificate?

- Yours** (we need to see the following proof)
 - I enclose the original vehicle registration certificate (VRC DVLA form V5)
 - New Keeper supplement (V5C/2) and insurance (see section 15)
 - Sales invoice and insurance (see section 15)
- Your employer's** (we need to see the following proofs)
 - I enclose the original vehicle registration certificate (DVLA form V5) or lease agreement **and**
 - I enclose a letter from my employer (see section 15)
- Lease or hire company** (we need to see the following proof)
 - I enclose the original agreement (see section 15).

Is the vehicle registered abroad? Yes No

(If "Yes" we will issue a permit lasting no more than six months – see section 15)

- I enclose the original vehicle registration certificate (this is a compulsory requirement).

E Proof you can drive

You must produce your original driving licence as proof you can drive. If you have a photocard driving licence, we will accept either the photocard or the paper counterpart sent with it.

- Current driving licence

Office use only

F Proof of your address (see section 14)

You must provide two items to prove where you live. We do not accept company letters or household bills.

- My name appears on the Electoral Register
- My name appears on the Council Tax Bill

If only one or none of the above apply, you must provide the original document(s) stated below:

- Current driving licence.
- Current council or housing trust rent statement.
- Flat or house contents insurance (valid for the full life of the permit).
- Current benefits or pension statement.
- Alien registration card.
- Firearms certificate.
- Tenancy agreement (not handwritten, and valid for the full life of the permit).
- Current bank or building society statement. **(We do not accept credit card or online statements.)**

If you have a second home, please fill in the full address here.

Second home address: _____

G Change of address or name (see sections 16)

Old address or name: _____

- I have enclosed one proof of where I live from the list in Section F.

H Change of vehicle (permanent or temporary) (see sections 17 and 18)

Permanent change Old vehicle's registration: _____

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

- Current permit from my old vehicle
- Vehicle registration certificate (DVLA V5) for the new vehicle **or**
- New Keeper supplement (V5/2) and insurance (see section 15) **or**
- Amended VRC and insurance (see section 15) **or**
- Sales invoice and insurance (see section 15).

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 and my driving licence **and**
- A letter from the garage or insurance company **or**
- The vehicle registration certificate (DVLA form V5) and a letter saying that I am the only person using the vehicle.

I 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: _____

If you have a crime reference number, the fee to replace a stolen car or van permit is £10 (£6 for a motorcycle). If you do not have a crime reference number, the fee to replace a lost or stolen car or van permit is £25 (£6 for a motorcycle), plus the cost of the new permit (if the permit is for a different registration to your original permit). Administration fees are non-refundable.

Office use only

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J Permits not received after being posted to you

I declare that I have not received the resident parking permit numbered:
 posted on: and I need a copy for my vehicle with the registration
 number:

If you later receive the original permit, send it back to the Council.
 You will not be charged for replacing a permit that was lost in the post, if you inform us
 within 14 working days.

K What type of permit would you like? (see section 6)

Please note, you cannot renew a permit more than 4 weeks before the expiry date.

Application for a car, van or motorcycle permit

One-month permits are only available if you are renting a vehicle.

When applying by post or through the night safe, do not pay with cash. Please enclose a cheque
 made payable to 'RB Kensington and Chelsea' and write your name and address on the back.

Vehicle permits						
Permit period	12 months	6 months	3 months	1 month	Weekend only	
Tick box in column for term of permit required and applicable charge/vehicle banding	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
A. Post March 2001 vehicle registration (emission ratings)						
Band 1 – up to 100g/km	£66	£40	£24	£15	£23	
Band 2 – 101–120g/km	£88	£53	£32	£21	£31	
Band 3 – 121–150g/km	£99	£60	£36	£23	£34	
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Band 5 – 166–185g/km	£121	£73	£44	£29	£42	
Band 6 – 186–225g/km and vehicles over 225g/km registered from 01/03/2001 up to 22/03/06 (inclusive)	£132	£79	£48	£31	£46	
Band 7 – over 225 g/km and registered from 23/03/06	£154	£92	£56	£36	£54	
B. Pre March 2001 vehicle registration (engine capacity)						
Engine size not over 1549cc	£99	£60	£36	£23	£34	
Engine size over 1549cc	£132	£79	£48	£31	£46	
C. Emission band unknown (see section 6F)						
	n/a	n/a	n/a	£28	n/a	
D. Supplementary charges for (non-refundable)						
Diesel vehicle	£5.50	£2.75	£1.40	£0.60	£2.20	
Second or subsequent permit within a household (price per permit)	£55	£28	£14	£5.50	£22	
E. Motorcycle permits						
Permit period	12 months	6 months	3 months			
Motorcycle Permit*	£35	£21	£13			
Combined Motorcycle Permit**	£88	£53	£32			
Less discount for Advanced Rider Training Qualification (proof required)	£15	£8	£3.50			

Certificate of advanced rider training provided? Yes No

*Permit to park in motorcycle bay only

**Permit to park in motorcycle and resident bays

L Returning permits applied for by post or through the night safe

If you are applying for a permit by post or through the night safe, 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 a box, we will return your permit and documents through the normal post.

Office use only

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

You must read each section below and sign to say that you have read and understood them fully.

- I confirm that the address shown in section C on the form is my main home, as defined in section 7 of these notes.
- I confirm that I am the main user and the keeper of the vehicle specified in section D of this form, and I will not allow non-residents to use my permit to park in the Borough. If I stop living in the Borough or stop keeping and using the vehicle, I will return my permit immediately. If not, I will be committing an offence and may lose any refund that would be paid for a returned permit.
- I confirm that the vehicle with the registration given in section D of the 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 confirm that if the permit is for use on a company vehicle I will return the permit if I either stop living in the Borough or I am no longer employed by the company. I understand that the permit remains the property of the Royal Borough of Kensington and Chelsea.
- I confirm that I do not hold another valid resident parking permit from any other local authority. (You may hold two resident parking permits for the Royal Borough of Kensington and Chelsea, one for a motorcycle and one for a van or car).
- I understand and accept that you may ask to visit my home or carry out further investigations, including contacting any relevant people, before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit. In these circumstances, I also understand that my vehicle may be removed if it is parked in a resident parking bay.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. You will use the information I have given to issue resident parking permits. I accept that you will pass this information to other 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 bodies who handle public funds for these purposes only.
- I understand that if I pay for a resident permit by cheque, credit card or debit card and my bank refuses to make that payment, the permit will be considered to be invalid and I risk having my vehicle ticketed, clamped or removed.
- In certain circumstances, the Royal Borough may require you to produce further evidence to support your application. This may be in addition to any documentation described within this application form. This is in accordance with the Traffic Management Order 1999, No.96 (Schedule 1 – Part III).
- I understand that if I abuse the Residents' Parking scheme my permit will be withdrawn and I may not be able to get a further permit for at least one year. In serious cases I may never be allowed a further permit and could be prosecuted. (Please refer to Part 21 where we describe what constitutes 'abuse' of the Residents' parking scheme.)
- I have read and understood the instructions and notes with this application form. I understand and accept that you may prosecute me if I have given any information on the form which I know is wrong or untrue.

Warning: It is an offence to give false or misleading information. If you do, we may prosecute you and you may be ordered to pay a fine of up to £2,500.

Your signature: _____ Date: ____/____/____