

# Residents' Parking Permit Application

Please write clearly in BLOCK CAPITALS in black ink and tick all relevant boxes.

Please make sure you sign and date this form on the last page, enclose copies of all documents and the correct payment.

## Personal Details

I am a first time applicant

I am renewing my permit

Existing permit number:

Title (Mr, Mrs, Miss, Ms, Other):

First Name:

Surname:

Address:

Postcode:

Home Tel:

Mobile:

Email:

Date of Birth:

You **must** supply the details above so we can carry out an identity check

We use this information to try to contact you if your vehicle is parked in a suspended bay, on the first day of the suspension, but we cannot guarantee that we will be able to contact everyone.

We will send renewal reminders out using your contact details by email, text or post.



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

# Proof of Residence

Please tick two boxes to show which documents you are providing

Provide **two** copies of items from the list opposite showing your name and Kensington and Chelsea address.

<input type="checkbox"/>	Council Tax Registration (You do not need to send a copy of your bill – we will check our records)
<input type="checkbox"/>	Valid driving licence with a Kensington and Chelsea address
<input type="checkbox"/>	Current council or housing trust rent statement
<input type="checkbox"/>	Valid Home Contents Insurance policy
<input type="checkbox"/>	Benefits or pension statement (HMRC or Council) for current financial year
<input type="checkbox"/>	Firearms certificate
<input type="checkbox"/>	Tenancy agreement (not handwritten and valid for the full life of the permit) or letter from the Housing Allocation Service
<input type="checkbox"/>	Current bank, building society or credit card statement (showing address and dated within the past three months)
<input type="checkbox"/>	Live-in staff contract of employment
<input type="checkbox"/>	Accredited diplomats letter from their embassy
<input type="checkbox"/>	Military personnel letter from Mears (military personnel do not need a second proof of residence)

**New residents** sometimes have difficulty providing documents proving residency. If you are moving into the borough and do not have the documents listed above we will issue a three month permit if you provide one of the following:

- Solicitor's letter of completion (dated within the last 3 months) or,
- Tenancy agreement (not handwritten and valid for the full life of the permit) or letter from the Housing Allocation Service

You may apply for a permit up to a week in advance of your move. Your permit will be valid from the day before you are due to move in:

Date of move

## Vehicle Details

Vehicle type	<input type="checkbox"/> Car	<input type="checkbox"/> Van	<input type="checkbox"/> Motorcycle
Vehicle registration number			
Make and model			
Colour			
Fuel type	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Fully electric <input type="checkbox"/> Plug in hybrid <input type="checkbox"/> Non plug in hybrid <input type="checkbox"/> Other		

I confirm that my vehicle is not designed for more than 12 passengers (not including the driver) and is less than 565 centimetres (18 feet 6 inches) long, less than 232 centimetres (7 feet 7 inches) high and less than 220 centimetres (7 feet 3 inches) wide.

Under current legislation all UK residents must register and tax their **foreign registered vehicles** with the Driver and Vehicle Licensing Agency (DVLA) before they are used or parked on the public highway. This requirement does not apply to vehicles belonging to foreign students studying in the UK and overseas workers with a HMRC Customs relief form.

I am a foreign student and I enclose a document from my college confirming my registration and my course start and end dates

I am an overseas worker and enclose the HMRC customs relief form for a foreign registered vehicle

The vehicle is a...	Copies of documents you will be supplying	
Please tick boxes to show which documents you are providing		
Private vehicle owned by me	<input type="checkbox"/>	Vehicle Registration Certificate (V5C) in your name and address in Kensington and Chelsea (except military personnel, foreign students and overseas workers who may keep the vehicle in their home address)
Private vehicle owned by a member of my household	<input type="checkbox"/>	Vehicle Registration Certificate (V5C) in the Kensington and Chelsea address <b>and</b>
	<input type="checkbox"/>	Insurance document showing your name and Kensington and Chelsea address
Private vehicle purchased within the last 3 months and with no vehicle registration certificate (V5C)	<input type="checkbox"/>	Certificate of insurance ( <b>must be supplied</b> ) <b>and</b>
	<input type="checkbox"/>	New Keeper Supplement (V5C/2) <b>or</b>
	<input type="checkbox"/>	Address section of the V5C <b>or</b>
	<input type="checkbox"/>	Sales invoice <b>or</b>
	<input type="checkbox"/>	Hire purchase agreement

The vehicle is a...		Copies of documents you will be supplying
Company/employer owned vehicle	<input type="checkbox"/>	Letter from company/employer dated within the past three months <b>(must be supplied) and</b>
	<input type="checkbox"/>	Vehicle registration certificate (V5C) <b>or</b>
	<input type="checkbox"/>	Lease agreement for the life of the permit <b>or</b>
	<input type="checkbox"/>	Sales Invoice <b>or</b>
	<input type="checkbox"/>	Insurance document showing your name and Kensington and Chelsea address, <b>or</b>
	<input type="checkbox"/>	Hire purchase agreement
Lease or hire vehicle	<input type="checkbox"/>	Lease/hire agreement for the life of the permit (this does not include Hire Purchase agreements)
Manufacturer's loan vehicle	<input type="checkbox"/>	Letter from manufacturer stating that you are the sole user and are insured to drive the vehicle <b>and</b>
	<input type="checkbox"/>	Vehicle registration certificate (V5C) <b>or</b>
	<input type="checkbox"/>	Lease agreement for the life of the permit
Motability vehicle in my name and driven by me	<input type="checkbox"/>	Motability agreement
Motability vehicle which is driven by someone other than the owner	<input type="checkbox"/>	Motability agreement <b>and</b>
	<input type="checkbox"/>	Certificate of motor insurance in your name <b>and</b>
	<input type="checkbox"/>	If the driver lives more than five miles from the owner, provide a letter from Motability confirming you can keep the vehicle at your address in the borough

We will only issue a **three-month permit** until you can provide the Vehicle Registration Certificate or lease agreement.

## Proof that you can drive

You must produce a current, unexpired driving licence.

### I am the driver of the vehicle

- I enclose my current full driving licence
- I enclose my current provisional driving licence, my insurance policy and proof that I am learning to drive, such as, proof of driving lessons, valid theory test certificate or practical test within the past 12 months. After three years, you must produce a valid theory test certificate to be eligible for a permit. I understand that I cannot apply for a permit for a vehicle owned by my company or employer with a provisional licence.
- I enclose my current provisional driving licence, my insurance policy for my motorcycle of up to 125cc and proof of passing my Compulsory Basic Training (CBT) test with a date of test within the last two years.

### I am not the driver of the vehicle

I do not drive but hire a chauffeur to drive my vehicle.

In addition to proof of residency and vehicle ownership I enclose **all** the following:

- Contract of employment for chauffeur.
- Insurance policy naming the chauffeur.
- Chauffeurs driving licence.
- Evidence of how chauffeur is paid for their services in the form of a payslip, invoices or bank statement.

### I have a Motability vehicle

I do not drive but have a Motability vehicle and a nominated driver.

In addition to proof of residency and vehicle ownership I enclose the following:

- Driving licence in the name of my nominated driver.

## Car and Van permits

Residents' parking permits are priced according to CO2 emissions (for vehicles registered after 1 March 2001) or engine size (for vehicles registered before March 2001) and length of permit duration. Your emissions or engine size will be shown in the left hand column of your Vehicle Registration Certificate (V5C).

The cost of your permit is made up of two elements – the base cost of a permit (this is payable regardless of the type or length of the permit or vehicle and is charged to cover the cost to the Council for issuing a permit) and a second charge based on CO2 g/km or engine size as applicable.

**Please tick the relevant box for permit required.**

Engine size/Emissions		3 months	6 months	12 months
Base cost of a permit (this applies to all car and van permits)		£28 <input type="checkbox"/>	£34 <input type="checkbox"/>	£40 <input type="checkbox"/>
<b>Band 1</b>	Fully electric or other zero emissions vehicle will be the same price as the base permit price	£0 <input type="checkbox"/>	£0 <input type="checkbox"/>	£0 <input type="checkbox"/>
<b>Band 2</b>	Price per CO2 g/km (this will be added to the cost of the base permit price)*	£0.25 per CO2 g/km <input type="checkbox"/>	0.50 per CO2 g/km <input type="checkbox"/>	£1.00 per CO2 g/km <input type="checkbox"/>
Unknown emissions for a car or van (Engine size not over 1549cc) – this will be added to the cost of the base permit price		£31.25 <input type="checkbox"/>	£62.50 <input type="checkbox"/>	£125 <input type="checkbox"/>
Unknown emissions for a car or van (Engine size over 1549cc) – this will be added to the cost of the base permit price		£43.25 <input type="checkbox"/>	£86.50 <input type="checkbox"/>	£173 <input type="checkbox"/>

\*The maximum CO2 g/km used to generate the cost payable for the “Band 2” element in the table above, i.e. before any surcharges are applied, is capped at 350 g/km in 2023/24. From 2024/25 onwards there will be no cap on the maximum cost of a permit.

**For office use only:**

**1 month : £49**

## Supplementary charges for car and van permits

We charge a supplementary fee if your vehicle is diesel fuelled and does not meet Euro 6 standards. This includes diesel hybrids. All cars registered on, or after, 1 September 2015 meet the Euro 6 standard. If your car was registered before that date you will need to provide proof that it is Euro 6 compliant. If you are unable to do this, you will need to pay the diesel surcharge. All van owners will need to prove their vehicles are Euro 6 compliant to avoid paying the diesel surcharge.

We also charge a supplementary fee if there is more than one car permit in your household.

Please tick **all** applicable supplementary charges.

	3 months	6 months	12 months
Diesel vehicle (pre Euro 6)	£18.50 <input type="checkbox"/>	£37 <input type="checkbox"/>	£74 <input type="checkbox"/>
Second or subsequent car permit in household	£22.75 <input type="checkbox"/>	£45.50 <input type="checkbox"/>	£91 <input type="checkbox"/>

## Motorcycle permits

Please tick box for permit required.

	3 months	6 months	12 months
Motorcycle permit to park in motorcycle permit bays only	FREE <input type="checkbox"/>	FREE <input type="checkbox"/>	FREE <input type="checkbox"/>
Combined Motorcycle permit to park in motorcycle bays and residents' permit bays	£34.25 <input type="checkbox"/>	£46.50 <input type="checkbox"/>	£65 <input type="checkbox"/>
Fully Electric Motorcycle Permit to park in motorcycle and resident permit bays	£28 <input type="checkbox"/>	£34 <input type="checkbox"/>	£40 <input type="checkbox"/>

## Refunds

We will send a refund within 28 days for any unused time calculated from the next working day we are notified that the permit is no longer required. We deduct an administration charge to process a refund so we cannot refund amounts less than the administration charge.

# Payment

## Car and van permits

Car and van permits are calculated using the base price and CO2 emissions or engine size and any applicable supplements i.e. diesel and second permit.

See the Council's permit calculator at [www.rbkc.gov.uk/permit-calculator](http://www.rbkc.gov.uk/permit-calculator) for the total cost of your permit.

## Motorcycle permits

Motorcycle permits are charged according to the table on this application form.

## Total cost of permit

Please fill in all applicable amounts

Permit price

Plus Diesel supplement  
(if applicable)

Plus Second permit  
supplement (if applicable)

**I am paying a total price of**

To apply by post, please send your application to **Resident Parking, Kensington Town Hall, Hornton Street W8 7NX**

**Do not send original documents to us as we cannot return them.**

Please do **not** send us your credit card or debit card details with this form.

Once the permit is approved and live, we will send you an email requesting payment.

If the application is rejected, we will let you know why.

You must make payment within 72 hours of the permit being approved.

If we identify a permit with an outstanding balance after this time, RBKC reserves the right to cancel your permit.

We will attempt to call you before your permit is cancelled. We will confirm by email to let you know if we have cancelled your permit, this email will contain advice and steps to follow, if you still require the permit.

You are liable for any Penalty Charge Notices issued if your permit is cancelled.

Please call the Customer Services helpline **020 7361 4381** or email [residentparking@rbkc.gov.uk](mailto:residentparking@rbkc.gov.uk) for advice or if you have difficulty providing the documents needed to apply for your permit.

## Declaration

I have read and understood the terms and conditions of the residents' parking permit scheme as detailed in Section Two of the Residents' Parking Guide and I understand that by signing this I accept all the terms and conditions under which the permit is issued.

I understand that the Council, if it wishes, may issue a permit that is valid for a period shorter or a corrected price than the one for which I have applied, while it checks the veracity of my application, rather than refuse my application outright. I confirm that the information I have supplied is accurate and true.

I understand that if I cancel my permit after payment has been taken I will receive a refund within 28 days for any unused time calculated from the next working day the Council is notified that the permit is no longer required and that the administration charge to process the refund will be deducted from any refund due.

I understand that it is a criminal offence to give untrue or misleading information or to withhold information and if I do so I may be prosecuted and face an unlimited fine or a term of up to 10 years' imprisonment or both and I may be refused another permit regardless of whether I meet the eligibility criteria. I understand that I will not receive a refund for any permit that the Council withdraws or for any false application, such as one made by a non-resident.

Signature .....

Date: .....

## The Royal Borough of Kensington and Chelsea will handle the personal information you provide in line with the Data Protection Act 2018 and the General Data Protection Regulations (GDPR).

We will use it to decide if you qualify for a permit and for the purpose of administering, processing and issuing a permit.

We will check the Council tax records for the address you provide in your application. Any anomalies or discrepancies in the Council Tax information for this address will be followed up as a result of this check.

This will include sharing it for the purpose of enforcing parking restrictions or enforcement action, where we have an outstanding Penalty Charge Notice issue with you.

We may contact you (by mail, telephone or email) for the purpose of managing, evaluating and enhancing the service and as part of the Courtesy Call Service.

We may also use this information to contact you if your vehicle is parked in such a way to cause a nuisance to others, for example, if a neighbouring vehicle is blocked in by your vehicle or has been witnessed idling by a Civil Enforcement Officer or Council employee.

We may also contact you if we think your vehicle is at risk of being damaged, e.g. due to the presence of nearby works.

We will also use this information to contact you, if you are found to be breaching the terms and conditions under which your permit was issued.

For more information on how your data will be used, please see the Council's fair processing notice which can be found at [www.rbkc.gov.uk/footer-links/data-protection/fair-processing-notice](http://www.rbkc.gov.uk/footer-links/data-protection/fair-processing-notice)

The Council's Parking Privacy Notice is available here: [www.rbkc.gov.uk/parking-transport-and-streets/privacy-notice-parking-services](http://www.rbkc.gov.uk/parking-transport-and-streets/privacy-notice-parking-services)

The Council has to protect the public funds we handle, so we will use and share the information you have provided on your application form with council departments such as Customer Access, other councils and the police to enable collection of Council revenue and to prevent and detect fraud. When you apply for a permit, we may check the details you supply against the data held by a credit reference agency to verify your identity.

The search results and any false or misleading information found will be held on record and may be shared by the credit reference agency with other companies to verify your identity. This identity search will not affect your credit rating.

These terms and conditions apply to all residents' permits issued by the Council, including replacement and temporary permits.