



Doctors' Parking Guide

April 2014

www.rbkc.gov.uk



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Contents

SECTION ONE – How the scheme works.....	3
Doctors' parking permits.....	3
Parking with your permit	3
Applying for a permit.....	4
Car permit tariff bands	5
Supplementary charges.....	6
Diesel surcharge	6
Second or subsequent permits.....	7
Changing or replacing your permit.....	7
Changing your personal details.....	7
Changing your vehicle or number plate	7
Destroyed or damaged permits	8
Refunds.....	8
Appeals process.....	9
Contacting us	9
Further information.....	9
Parking suspensions	9
Waiting and loading	10
Bank and public holidays	11
SECTION TWO – Terms and Conditions	12
Terms and conditions for doctors' parking permits...	12

SECTION ONE – How the scheme works

Doctors' parking permits

To qualify for a doctors' parking permit you must be a legally qualified general practitioner (GP) with your own list of patients, or an assistant or trainee GP, who provides most of your medical services, including a full time emergency service, from a practice in the Royal Borough of Kensington and Chelsea. You must keep regular surgery hours on weekdays and weekends and be likely to be called away from the practice to deal with emergencies. You must be the main user and registered keeper of the vehicle and be able to drive it legally in the UK.

Doctors' permits are valid for one year and we will review your need for a permit every time you apply for a renewal.

Full terms and conditions are in Section Two of this guide and you will have to sign your application form to confirm that you have read and understood them.

Parking with your permit

Doctors' parking permits offer the same privileges as residents' permits. Having a permit does not guarantee a parking space and you cannot reserve a space.

Your doctors' permit allows you to park in any residents' parking bay throughout the borough. Signs alongside the bays show when they are reserved for residents,

except in Restricted Zones, which operate at all times. The bays are not normally divided into individual spaces but where they are, you must park so that all the wheels of your vehicle are inside the bay markings.

As well as parking in any residents' parking bay, a permit also allows you to park free of charge in pay and display bays between 8.30am and 9.30am, and between 5.30pm and 6.30pm, Monday to Saturday.

The exceptions to this, where you cannot park without paying the pay and display charge are:

- In Holland Park Avenue between 8am and 10am and between 4pm and 6.30pm Monday to Friday
- In Notting Hill Gate between 8am and 10am and between 4pm and 6.30pm Monday to Friday and on Saturdays between 8am and 10am

All permits have the registration number of the vehicle printed on them so they are not transferable.

You must display your permit clearly, so our enforcement officers can see it. If you do not do this, you may receive a Penalty Charge Notice (PCN).

Applying for a permit

You will need to fill in an application form and provide proof of where you practise, proof that you are the registered keeper of the vehicle (or in the case of vehicles purchased in the last three months that you are insured to drive the vehicle) and proof that you have a driving licence that is valid in the UK.

Vehicles must be registered with the DVLA; we do not issue doctors' parking permits to foreign registered vehicles.

You can apply by post or in person for your permit at the Customer Service Department at Kensington Town Hall, Hornton Street, W8 7NX. If you choose to use the postal system, we will send your permit to you by ordinary post unless you request us to use Recorded Delivery. If you choose Recorded Delivery and are not available to sign for it, you will have to collect it from the Post Office within seven days. After this, the permit will be considered lost and we will charge an administration fee to issue a new permit.

The full list of documents acceptable as proof of eligibility and vehicle ownership and the price of permits is shown on the application form.

Car permit tariff bands

The Council wants to encourage the use of less polluting vehicles, so we have linked vehicle exhaust emissions to the cost of parking permits. We base our tariff bands for permits on carbon dioxide (CO₂) emissions because all cars registered since March 2001 have official CO₂ figures printed on their registration documents.

Car (and van) permits are priced according to CO₂ emissions (for vehicles registered after 1 March 2001) or engine size (for vehicles registered before March 2001). These are shown on your Vehicle Registration Certificate (V5C).

If your car was registered before March 2001 the permit charge is calculated by the engine size. There are two bands: engines of 1549cc and below and engines above 1549cc.

If your car was registered after 1 March 2001 the permit charge is calculated by the CO₂ emissions. There are seven bands:

Band 1 – up to 100 g/km

Band 2 – 101–120 g/km

Band 3 – 121–150 g/km

Band 4 – 151–165 g/km

Band 5 – 166–185 g/km

Band 6 – 186–225 g/km and vehicles over 225 g/km registered from 01/03/2001 up to 22/03/06

Band 7 – over 225 g/km and registered from 23/03/06

If your V5C certificate does not show a CO₂ emissions figure, we will charge according to the engine capacity.

We class fully electric vehicles as Band 1 and base charges for Hybrid vehicles on vehicle emissions.

Supplementary charges

Diesel surcharge

Diesel engines have often been presented as being more environmentally friendly than petrol engines. Being more fuel-efficient than their petrol equivalents they tend to produce less CO₂ per mile but, at least until recently, diesels produced much higher emissions of nitrous oxides and harmful particulates than petrol engines – contributing to poor local air quality. However, the latest diesel engines are more comparable to petrol

equivalents in terms of their contribution to local air pollution so we levy a surcharge on diesel vehicles if they do not meet the Euro 5 emissions standard. All cars first registered after 1 January 2011 meet the Euro 5 emission standard.

Second or subsequent permits

We charge extra for parking permits for second and subsequent vehicles registered to a practice/surgery. Doctors must decide who will be the primary permit holder and who will pay the second or subsequent charge.

Current supplementary charges are shown on the application form.

Changing or replacing your permit

Changing your personal details

If you change your name, address or telephone number while your permit is still valid, you can continue to use the same permit but you will need to fill in a Change of Personal Details form and supply proof of the change. We do not charge for changing your personal details.

Changing your vehicle or number plate

Do not alter your permit if you have changed your vehicle or number plate. You must return your current permit and provide proof that you own or use the new vehicle so we can provide a replacement.

We will not adjust the price you have paid for your permit until your next renewal but you will need to pay

the administration charge shown on the Replacement Permit form.

If you do not return your permit when you change your vehicle you will be charged the full price of a new permit as well as the administration charge unless you can prove your permit has been stolen.

Destroyed or damaged permits

If your permit has been damaged or destroyed you will need to fill in a Replacement Permit form and pay an administration charge.

Lost or stolen permits

If your vehicle has been stolen and you want a permit for a new vehicle, you will need to report the theft to the police and give us the crime report number.

The administration charge for replacement permits is on the Replacement Permit form

Refunds

You must return your permit to us if you no longer need it or are no longer eligible for it. If we find that you have kept a permit that you no longer qualify for we may prosecute you, it may affect any refund we offer, and any future permit applications.

We will send a refund within 28 days for any unused time calculated from the day we receive the permit in our office. We deduct an administration charge to process a refund so we cannot refund amounts less

than the administration charge. Please see the refund form for details of the current administration charge.

Appeals process

If you have been refused a parking permit or had your permit withdrawn you may appeal. Full details of your appeals process can be found here:

www.rbkc.gov.uk/permitappeals

or by telephoning 020 7361 4212

Contacting us

Further information

Visit the Parking website at www.rbkc.gov.uk/parking

Alternatively, email us at residentparking@rbkc.gov.uk

or phone us between 8.30am and 5.30pm Monday to Friday on 020 7361 4381

Parking suspensions

Sometimes we have to suspend residents' parking bays for road works, house moving or events. We will normally give seven calendar days' notice (unless it is an emergency) by putting yellow parking suspension warning signs as near as we can to the area that will be suspended. The start and end times of the suspension will be printed on the sign.

If you park in a suspended bay, you may get a Penalty Charge Notice and your vehicle may be removed to the

car pound in Lots Road, and you will need to pay to retrieve it and for any storage charges incurred whilst in the pound, in addition to paying the Penalty Charge Notice.

Please remember that it is your responsibility to check where your vehicle is parked each day before 8.30am to make sure that no suspension is about to take place. If you cannot check personally, you should arrange for someone else to check and, if necessary, move your vehicle.

You can sign up to receive email alerts about suspensions in your area at www.rbkc.gov.uk/myrbkc or search online at www.rbkc.gov.uk/Parking/suspensionsearch.asp.

Waiting and loading

Waiting restrictions are shown by single or double yellow lines along the road. Single yellow lines are in force Monday to Saturday, usually at the same times as the controlled zone (these can be found on pay and display machines) but if the times are different, they will be shown on a yellow time plate sign. Double yellow lines make waiting illegal at all times.

You can stop to drop someone off or to load or unload heavy or bulky goods for up to 40 minutes on single or double yellow lines, unless there are loading restrictions in place. All loading must be continuous, or else it may be viewed as waiting and you will be liable for a Penalty Charge Notice.

Loading restrictions are shown by yellow 'blip' kerb markings and the hours of enforcement will be shown on a nearby white time plate sign. When a loading restriction is in force, you must not stop except to allow passengers to get into or out of your vehicle.

You are allowed to load or unload heavy or bulky goods for up to 20 minutes in a residents' permit bay or a pay and display bay during the controlled zone hours but the loading must be taking place continuously, or you will be liable for a Penalty Charge Notice.

Bank and public holidays

Anyone may park in residents' bays on bank holidays, Good Friday, Easter Sunday, Christmas Day, Boxing Day and New Year's Day.

Pay and display parking is free on Sundays, bank holidays, Good Friday, Easter Sunday, Christmas Day, Boxing Day and New Year's Day.

Single yellow line waiting restrictions apply on bank holidays, Good Friday, Boxing Day and New Year's Day. Single yellow line waiting restrictions do not apply on Sundays (including Easter Sunday) and Christmas Day.

Double Yellow Lines restrictions apply on every day of the year.

Waiting is prohibited at all times in areas designated as Restricted Zones. There are signs on entry to and exit from a Restricted Zone.

SECTION TWO – Terms and Conditions

Terms and conditions for doctors' parking permits

Please read each point carefully. By signing the declaration on your permit application form, you are agreeing to these terms and conditions.

You are eligible for a permit if you meet all of the following conditions:

- you are a legally qualified General Practitioner (GP), or trainee GP, with your own list of patients
- you provide most of your medical services, including a full time emergency service from your practice in the Royal Borough of Kensington and Chelsea
- you keep regular surgery hours on weekdays and weekends and you are likely to be called away from the practice to deal with emergencies
- you hold a driving licence that is valid in the UK
- your vehicle is registered with the DVLA
- you are the main user and registered keeper of the vehicle
- the vehicle is not designed for more than 12 passengers (not including the driver), and is less than 549 centimetres (18 feet) long, less than

228 centimetres (7 feet 6 inches) high and less than 220 centimetres (7 feet 3 inches) wide

You are not eligible for a permit, and any permit issued may be withdrawn, if:

- you have three or more unpaid and uncontested PCNs (parking tickets) issued by us, or on our behalf, when you apply your permit, unless you pay for all of them in full
- you pay for a doctors' permit and payment is subsequently reversed by the bank for any reason, the permit will be considered to be invalid and will be withdrawn and you risk having your vehicle ticketed, or removed
- you hire out the vehicle with a valid permit to other drivers
- you hold any other valid residents' parking permit for this vehicle type (car or motorcycle) in the Royal Borough of Kensington and Chelsea

You agree to the following conditions of use:

- your permit must be clearly displayed on the passenger side of your windscreen
- trailers are not allowed in residents' parking bays and sidecars are not permitted in motorcycle bays

- it is your responsibility to check your vehicle daily to make sure parking is not suspended. If your vehicle is parked in a suspended bay you may receive a penalty charge notice and your vehicle could be removed to the car pound and storage charges may also apply
- if you stop practising in the borough or stop keeping and using the vehicle, you must return the permit immediately. If you do not return your permit when you are no longer eligible for it, you will be committing an offence and may be prosecuted and /or be banned from reapplying
- the permit remains the property of the Royal Borough of Kensington and Chelsea
- you are not allowed to sell a vehicle or return a hire vehicle with a valid permit
- parking permits are vehicle specific and are not transferable between vehicles or individuals
- you are not allowed to offer your vehicle for sale or sell goods from your vehicle whilst it is on the public highway
- you are not allowed to alter your permit or display or produce duplicate or fake permits
- you are not allowed to facilitate others to fraudulently apply for a permit or make fake permits

- if you provide information which is untrue or you abuse the conditions set out in the doctors' parking scheme, we will withdraw your permit and may not issue you with another permit for one year. In serious cases, we might never allow you another permit and we could prosecute you. We may not give a refund for any permit that we withdraw
- the Council may ask to visit your practice or carry out further investigations, including contacting any relevant people, before or after issuing a permit to verify the information you have supplied on your application form and the terms and conditions you agreed to when signing the form. If you refuse, it is likely that we will not issue a permit or will withdraw your existing permit. In these circumstances, your vehicle may be and/ or removed if it is parked in a residents' parking bay
- **The Royal Borough of Kensington and Chelsea will handle the personal information you provide in line with the Data Protection Act 1998.** We will use it to decide if you qualify for a permit and for the purpose of administering, processing and issuing a permit. This will include sharing it for the purpose of enforcing parking restrictions or bailiff action, where we have an outstanding Penalty Charge Notice issue with you. We will 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

- 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 other councils and the police to prevent and detect fraud. When you apply for a permit, we will 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 doctors' permits issued by the Council, including replacement and temporary permits