

# Application for a Residents' Parking Permit



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

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 all your documents and the correct payment.

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

I am a first time applicant

I am renewing my permit

Existing permit number:

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

Address:

First Name:

Surname:

Date of Birth:

Postcode:

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

## Contact Information

Home Tel:

Work Tel:

Mobile:

Email:

We use this information to try to contact you if your vehicle is parked in a suspended bay

## Proof of Residence

Please tick two boxes to show which documents you are providing

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

All documents must be originals, we do not accept photocopies

<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 photocard driving licence
<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 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)

Accredited diplomats may use a letter from their embassy as one of their proofs of residency

Live-in staff may use a contract of employment as one of their proofs of residency

**New residents** sometimes have difficulty providing documents proving residency. If you are moving into the borough and do not have the documents listed over leaf 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 one week in advance of your move. The permit will be posted to your new address in the Borough or you can pick it up from the Customer Service Department on the day before you move in.

## 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"/> Hybrid	<input type="checkbox"/> Electric	<input type="checkbox"/> Other

Is the vehicle registered with the DVLA?  Yes  No

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 does not apply to vehicles belonging to foreign students studying in the UK. Therefore, we will not issue a permit for a foreign registered vehicle unless you are a foreign student.

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

## Proof that you are the main user and keeper of the vehicle

Please tick boxes to show which documents you are providing

The vehicle is a...		Documents you will be supplying
Private vehicle	<input type="checkbox"/>	Original Vehicle Registration Certificate (V5C) in your name and address in Kensington and Chelsea
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
Lease or hire vehicle	<input type="checkbox"/>	Original lease/hire agreement
Vehicles purchased within the last 3 months and with no vehicle registration certificate (V5C)	<input type="checkbox"/>	Certificate of insurance <b>(must be supplied) and</b>
	<input type="checkbox"/>	New Keeper Supplement (V5C/2) <b>or</b>
	<input type="checkbox"/>	Sales invoice <b>or</b>
	<input type="checkbox"/>	Letter from company/employer dated within the past three months (for company vehicles only)

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

## Proof that you can drive

You must produce your original valid photocard driving licence to prove you can drive. Please note that most driving licences issued outside the EU are not valid after one year of residency in the UK.

I enclose my current full driving licence

My licence was issued  in the UK  in the EU  outside the EU

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. I understand that I cannot apply for a permit for a vehicle owned by my company or employer with a provisional licence. After three years, you must produce a valid theory test certificate to be eligible for a permit.

## Car permits

Car (and van) permits are priced according to CO<sub>2</sub> 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).

Please tick the relevant box for permit required.

	3 months	6 months	12 months
Engine size 1549cc and under (pre 1 March 2001)	£48 <input type="checkbox"/>	£75 <input type="checkbox"/>	£121 <input type="checkbox"/>
Engine size over 1549cc (pre 1 March 2001)	£61 <input type="checkbox"/>	£98 <input type="checkbox"/>	£161 <input type="checkbox"/>
Band 1 – up to 100g/km and electric vehicles	£30 <input type="checkbox"/>	£50 <input type="checkbox"/>	£78 <input type="checkbox"/>
Band 2 – 101-120g/km	£39 <input type="checkbox"/>	£63 <input type="checkbox"/>	£104 <input type="checkbox"/>
Band 3 – 121-150g/km	£48 <input type="checkbox"/>	£75 <input type="checkbox"/>	£121 <input type="checkbox"/>
Band 4 – 151-165g/km	£53 <input type="checkbox"/>	£81 <input type="checkbox"/>	£135 <input type="checkbox"/>
Band 5 – 166-185g/km	£57 <input type="checkbox"/>	£92 <input type="checkbox"/>	£150 <input type="checkbox"/>
Band 6 – 186 – 225g/km and vehicles over 225g/km registered between 01/03/2001 and 22/03/2006	£61 <input type="checkbox"/>	£98 <input type="checkbox"/>	£161 <input type="checkbox"/>
Band 7 – over 225g/km and registered from 23/03/2006	£80 <input type="checkbox"/>	£128 <input type="checkbox"/>	£214 <input type="checkbox"/>

**For office use only:**

**1 month : £34**

## Supplementary charges

We charge a supplementary fee if your vehicle is diesel fuelled and does not meet Euro 5 standards. All cars registered on, or after, 1 January 2011 meet the Euro 5 standard but many vans do not, so van owners will need to prove their vehicles are Euro 5 compliant.

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 5)	£17 <input type="checkbox"/>	£24 <input type="checkbox"/>	£40 <input type="checkbox"/>
Second or subsequent car permit in household	£20 <input type="checkbox"/>	£36 <input type="checkbox"/>	£68 <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	£39 <input type="checkbox"/>	£63 <input type="checkbox"/>	£104 <input type="checkbox"/>
Combined Motorcycle permit reduced rate for holders of an Advanced Rider Training Certificate (please provide certificate)	£36 <input type="checkbox"/>	£55 <input type="checkbox"/>	£87 <input type="checkbox"/>

## Payment

### 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

You can apply in person at the Customer Service Department at Kensington Town Hall, Hornton Street, London, W8 7NX Monday to Friday 8.30am to 5pm and pay by cash, cheque, credit card (not American Express or Diners Card) or debit card.

If applying by post (at the above address) you can pay by cheque or postal order made payable to 'Royal Borough of Kensington and Chelsea'. Please write your name and address on the back of the cheque. We do not accept cash or credit card payment by post. Postal applications may take ten working days to be processed.

We will post your permit and documents back to you by ordinary post unless you tick this box  to request us to send it by Recorded Delivery.

## 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 2016) 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 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 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.

Signature .....

Date: .....