

Parking/ garage permit application

Housing estate parking and/or garage permit Application for residents



- If you are completing this form by hand, please write clearly in BLOCK CAPITALS and black ink, ticking all relevant boxes. Make sure you sign and date this form on the last page and return a copy of the completed form and all documents requested.
- Documents can be supplied with this form via email, post, or in person at our offices. If you are applying via email, then please include scanned copies. If you are applying via post or in person, all documents must be originals, which will be returned to you. We do not accept photocopies.
- Please note we will not issue more than three permits per household (this includes garage accounts).

Contact information

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

First name:

Surname:

Address:

Postcode:

Phone number:

Email:

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

**Housing
Management**



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

Number of existing housing estate parking permits/garages in my household:

Do you currently hold a Council estate permit or rent a garage?

☐ Yes ☐ No

If yes, please state the location/s and the reference number/s if known.

Type of parking you are applying for

Please indicate the type of parking permit now required:

- ☐ Permit to park in an estate parking bay
- ☐ Permit to park in a lock-up garage

Please state your preferred housing estate for parking (a list of the Council's estate parking facilities for residents and the respective weekly charges for each is enclosed with this form)

Proof of residence for non-housing estate residents

If you are a Kensington and Chelsea Council tenant or leaseholder, we will already have proof of your residence.

If you are a family member or sub-tenant of a leaseholder or lodger of a tenant, we require a signed letter by the named person on the tenancy or lease, establishing your relationship with them and confirming they have your permission to apply for a permit.

If you do not live on a Council housing estate, please provide two items from the list below that clearly state your name and address. You must be a resident of the Royal Borough of Kensington and Chelsea as we cannot provide estate parking permits to people who live outside of the borough.

Please tick two of the following boxes to show which documents you are providing

- | | | |
|---|--|--|
| <input type="checkbox"/> Housing Benefit letter | <input type="checkbox"/> Landline telephone bill | <input type="checkbox"/> A utility company bill |
| <input type="checkbox"/> Council Tax statement | <input type="checkbox"/> Bank statement | <input type="checkbox"/> A broadband service provider bill |

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"/> Hybrid <input type="checkbox"/> Other
Is the vehicle registered with the DVLA?	<input type="checkbox"/> Yes <input type="checkbox"/> No

We do not issue permits to vehicles that are not registered with the DVLA

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

The vehicle is a...		Copies of documents you will need to supply
Private vehicle owned by me	<input type="checkbox"/>	Original Vehicle Registration Certificate (V5C) in your name and address in the Royal Borough of Kensington and Chelsea.
Lease or hire company vehicle	<input type="checkbox"/>	For vehicles purchased within the last three months and with no vehicle registration certificate (V5C), a Certificate of Insurance (must be supplied) and your New Keeper Supplement (V5C/2) or sales invoice or letter from the company or your employer dated within the past three months (for company vehicles only).
Company/employer owned vehicle	<input type="checkbox"/>	Letter from company/employer dated within the past three months (must be supplied with details of the vehicle and confirmation of permission for your use) .

If the registration document for the vehicle you wish to secure the permit for does not include your Kensington and Chelsea address and you have not already done so, you must send it off to the DVLA along with documentary proof that you reside in the borough; the Council will also be happy to do this on your behalf.

If you do not yet have the original Vehicle Registration Certificate or lease agreement, we will provide you with a temporary permit for up to three months. After a maximum of three months, if you do not supply us with the updated vehicle V5C, your permit will cease to be valid, and an updated permit will NOT be issued.

Please note that you must abide by the terms and conditions set out in our **Parking on Estates Guide**.

Once you are offered a permit, the first payment must be made three months in advance. Payment may be made over the phone by calling 0800 137 111 and asking for the Rent Income Team.

The schedule of parking charges for tenants and leaseholders will outline the current charges.

Methods of Payment

At Any Post Office using your payment swipe card (cheques should be made payable to “Post Office Ltd”).

By debit card or credit card at RBKC Cashiers, the Town Hall, Hornton Street, W8 7NX (in person) or by telephoning 020 7361 3007 and quoting the payment reference number on the front of this letter.

By direct debit. Please contact the Rent Income Team on Free-phone 0800 137 111 and a form will be sent to you.

By standing order. Please contact the Rent Income Team on Free-phone 0800 137 111 and a form will be sent to you.

Online. Please visit our website at: www.rbkc.gov.uk/onlinepayments/tmopayments . Click on Housing Management payments (formerly payments to the TMO)

In person at RBKC cashiers, the Town Hall, Hornton Street, London W8 7NX (Monday to Thursday 9am to 4.30pm, and Friday 9am to 4pm), using your payment swipe card or payment reference number shown at the top of this letter.

By post, sending a cheque to the Royal Borough of Kensington and Chelsea.

(**Cheques** should be made payable to “Royal Borough of Kensington and Chelsea”, and should include the words “Housing Management parking fees”. Please quote the payment reference number and the garage or parking space address on the back of the cheque).

If you wish to pay by instalments, please contact the Rent Income Team on 0800 137 111 to arrange a payment plan and to ensure our systems are updated with the details.

Declaration

I have read and understood the terms and conditions of the Council’s residents’ parking scheme as detailed in Section 2 of the Council’s Housing Management Parking on Estates Guide.

I understand that by signing this, I accept all the terms and conditions under which the permit is issued.

I understand the Council may terminate this agreement by giving one week’s written notice.

I shall advise the Council of any change in circumstance, including a change of address and/or a change of vehicle.

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:

The information you have provided to Housing Management will be used to process your application for a parking permit. If we intend to use your information for any other purpose, we will normally ask you first. In some cases, the Council may use your information for another purpose if it has a legal duty to do so.

Full details of how your personal data is processed is contained within the Housing Management Privacy Notice. This can be found at the following path:

www.rbkc.gov.uk/housing/get-involved-and-feedback/housing-management-privacy-notice

Please email this form and any supporting documents to **HM-Parking@rbkc.gov.uk**

Alternatively, you can forward by post or hand-deliver them to:

**Neighbourhood Resident Services Team, RBKC Housing Management
2-4 Malton Road, W10 5UP**

or

World's End Estate Office, 12 Blantyre Street, SW10 0DS

Opening hours at both offices are Monday to Friday 9am to 5pm.

Copies of documents can be supplied with this form via email, post, or in person at our offices. If you are applying via email, then please include scanned copies. If you are applying via post or in-person, all documents must be originals, which will be returned to you. We do not accept photocopies.

If you need advice or have difficulty providing the documents needed to apply for your permit, please contact us:

Tel: 0800 137 111

Email: HM-Parking@rbkc.gov.uk