

Doctors' bay Parking Permit Renewal

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.

You may only apply for this permit if you have a dedicated Doctors' bay.

Please call the Customer Services helpline 020 7361 4381 or email residentparking@rbkc.gov.uk for advice about Doctors' bays or if you have difficulty providing the documents needed.

My Doctors bay number is:

☐ I am renewing my permit

Personal Details

First Name:

Surname:

Home
Address:

Postcode:

Home Tel:

Mobile:

Email:

Practice Address:

Practice Postcode:

Practice Tel:

Practice Email:



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

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		
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

Please tick boxes to show which documents you are providing.

The vehicle is a...		Copies of documents you will be supplying
Private vehicle owned by me	<input type="checkbox"/>	Original Vehicle Registration Certificate (V5C) in your name and
	<input type="checkbox"/>	Insurance document showing your name
Private vehicle purchased within the last 3 months and with no vehicle registration certificate (V5C) or any amendment to the V5C	<input type="checkbox"/>	Certificate of insurance (must be supplied) and
	<input type="checkbox"/>	New Keeper Supplement (V5C/2) or
	<input type="checkbox"/>	Address section of the V5C or
	<input type="checkbox"/>	Sales invoice or
	<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 (must be supplied) and
	<input type="checkbox"/>	Vehicle registration certificate (V5C) or
	<input type="checkbox"/>	Lease agreement for the life of the permit or
	<input type="checkbox"/>	Sales invoice or
	<input type="checkbox"/>	Hire purchase agreement
	<input type="checkbox"/>	Insurance document showing your name
Lease or hire company vehicle	<input type="checkbox"/>	Lease/hire agreement for the life of the permit (this does not include Hire Purchase agreements)

Proof of eligibility

You must produce a current, unexpired driving licence.

- ☐ I enclose my current full driving licence
- ☐ I enclose a letter from the Practice Manager confirming that I spend more than half my week working in the Royal Borough of Kensington and Chelsea as a General Practitioner (GP) or a trainee GP
- ☐ I enclose an insurance indemnity document confirming that I am engaged as a GP for at least three quarters of my time

Payment

Total cost of permit

Please fill in all applicable amounts

A doctors' bay permit £390

Each additional permit for a doctors' bay £20

I am paying a total price of

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** 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 doctors' parking permit scheme as detailed in Section Two of the Doctors' Parking Guide and I understand that by signing this I accept all the terms and conditions under which the permit is issued. 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.

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.

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

The Council's Parking Privacy Notice is available here: 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 doctor's bay permits issued by the Council, including replacement and temporary permits.