

# Doctors' 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 copies of all documents and the correct payment.

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

☐ 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 <b>and</b>
	<input type="checkbox"/>	Insurance document showing your name
Private vehicles 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 ( <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, <b>or</b>
	<input type="checkbox"/>	Hire purchase agreement
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, which is valid in the UK.

- ☐ 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.

## Car and Van permits

Car permits are priced according to CO2 emissions when available or engine size if not known 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.

Permit		12 months
Base cost of a permit (this applies to <b>all</b> car and van permits)		£63
Band 1	Fully electric or other zero emissions vehicle will be the same price as the base permit price	£0
Band 2	Price per CO2 g/km (this will be added to the cost of the base permit price)*	£1.00 per CO2 g/km
Unknown emissions for a car or van (Engine size not over 1549cc) – this will be added to the cost of the base permit price		£140.40
Unknown emissions for a car or van (Engine size over 1549cc) – this will be added to the cost of the base permit price		£194

\*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, was capped at 350 g/km in 2023/24. From 2024/25 onwards there will be no cap on the maximum cost of a permit.

## 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. 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. Please tick if applicable

Diesel vehicle (pre Euro 6)	£88 <input type="checkbox"/>
Second or subsequent car or van permit at practice/surgery	£103 <input type="checkbox"/>

## Motorcycle permits

Please tick box for permit required.	12 months
Motorcycle permit to park in motorcycle permit bays only	Free <input type="checkbox"/>
Combined Motorcycle Permit to park in motorcycle and resident permit bays	£92 <input type="checkbox"/>
Fully Electric Motorcycle Permit to park in motorcycle and resident permit bays	£63 <input type="checkbox"/>

## Payment

### Car and van permits

Car and van permits are calculated using the base permit 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.

I am paying a total price of

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 doctors' parking permit scheme as detailed in Section Two of the Doctors' Parking Guide and Section Two of the Residents' Parking Guide.

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](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 doctor's permits issued by the Council, including replacement and temporary permits.