

Resident's Parking Permit Application

You must provide the following documents with your completed application form; ***All documents for proof of residency must show your name and address.***

Where bays are not marked up and allocated to specific residents, and visitors' parking operates on the scheme, PCHA cannot guarantee the availability of spaces to residents.

Information and Documentation Required		
1.	Vehicle details	<ul style="list-style-type: none"> • Registration number • Make, model and colour of vehicle • Log book • MOT certificate • Insurance Document
2.	Proof of residency	<ul style="list-style-type: none"> • Utility bill; or • Council tax bill; or • Tenancy Agreement <p><i>All documents being presented for proof of address must match the address on the vehicle documents. If the resident has bought a new vehicle, they must present the transfer of ownership slip.</i></p>
3.	Proof of identity	<ul style="list-style-type: none"> • Full driving licence; or • Passport; or • Birth certificate <p><i>If a sub-lessee, a letter is required from the leaseholder/owner of the property confirming they are the resident.</i></p>

Terms and Conditions

Please carefully read the details terms and conditions below. Any breaches of this agreement may result in the withdrawal of the parking permit issued to you.

1. Residents' Parking Permits are issued subject to local conditions and are issued only to tenants and leaseholders of PCHA.
2. Residents' Parking Permits will not be given in the following cases:
 - a. Where PCHA has commenced legal action for breach of tenancy.
 - b. A resident is in rent arrears and is not adhering to a repayment agreement.
3. Residents' Parking Permits cannot be sold or transferred for use other than for the registered vehicle.
4. Residents' Parking Permits are valid for use only on the specified estate and within the specified time period.
5. Residents' Parking Permits enable the user to park on the estate only in authorised areas. PCHA cannot guarantee that a space will be available.
6. A valid Resident's Parking Permit must be clearly displayed so that the details may be easily seen from outside the vehicle.

7. Any alteration to the Parking Permit will render it invalid. Faded or damaged Residents' Parking Permits which are illegible are also invalid.
8. PCHA, the DVLA and its contractors may clamp or remove any vehicle parked on its property which does not display a current road fund licence, Statutory Off Road Notice (SORN) or is parked in a designated "No Parking" area
9. PCHA reserves the right to revoke and reallocate Residents' Parking Permits where the permit is for a second space, and where another resident is in priority need for a parking space. If an additional permit is revoked and reallocated in this way, the resident will be entitled to a refund of a proportion of the cost of the permit, depending on how long the permit is valid for. For example if the permit is valid for another 6 months at the point of it being revoked, the resident would be entitled to a refund of 50% of the cost of the permit.

Breach of the above terms and conditions may result in the following action:

- ***Issue of warning detailing nature of breach***
- ***Wheel clamping***
- ***Removal of vehicle***
- ***Withdrawal of the Resident's Parking Permit, with no refund***
- ***Withdrawal of the right to purchase parking scratch cards***

I understand and agree to the above terms and conditions.

Name (tenant/leaseholder): _____

Signed (tenant/leaseholder): _____

Date: _____

Please take this completed form to PCHA's head office: 192-196 High Road, Willesden, London, NW10 2PB. You must provide the correct fee (by cheque or Postal Order), and the documents listed for your application to be processed.



Part of the Genesis Housing Group

Resident's Parking Permit Application Form

Resident's Details	
Name	
Address	
Postcode	
Telephone	

Vehicle Details	
Make	
Model	
Colour	
Size of engine	
Tax expiry date	
Registration number	

Are you applying for a second parking permit? Y/N

Do you own your parking bay? Y/N

If yes, what is the bay number? _____ (please attach a copy of your lease agreement)

Where there is high demand for parking spaces, PCHA gives priority where a member of household has a disability, where use of a car is a condition of employment, or where car-use is required for childcare arrangements. Please specify whether any of these priorities apply to your household:

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Amount Payable: £10.00 per year. We only accept cheques or Postal Orders payable to PCHA.

For Office Use Only

Registration documents (log book)	
Proof of residency	
Insurance	
MOT certificate	

Application successful:

Application unsuccessful:

Date permit issued		Date of expiry	
Payment details		Permit number	

Name: _____

Signed: _____

Date: _____