



Telephone enquiries:
 Contact Islington
 T: 020 7527 2000
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For official use only	
Zone	Account number

Resident Parking Permit and Voucher application

PLEASE: TICK RELEVANT BOXES; USE BLOCK CAPITALS THROUGHOUT; READ THE NOTES ON PAGES 3 AND 4

What are you applying for?

- Resident parking permit
 Change of detail
 Lost or stolen permit
 Visitor vouchers
 Free match day permit

Surname First name(s) Title (Mr/Ms etc)
 Address
 Postcode Email
 Telephone Mobile phone

RESIDENT PARKING PERMIT

Vehicles Pre-2001	Vehicles From January 2001		1 month		3 months		6 months		Annual	
	Engine cc	Band	CO ₂ (g/km)							
Electric	<input type="checkbox"/>	A	0-100	<input type="checkbox"/>	£0	<input type="checkbox"/>	£0	<input type="checkbox"/>	£0	<input type="checkbox"/>
1-900	<input type="checkbox"/>	B	101-110	<input type="checkbox"/>	£5.00	<input type="checkbox"/>	£5.00	<input type="checkbox"/>	£7.00	<input type="checkbox"/>
901-1100	<input type="checkbox"/>	C	111-120	<input type="checkbox"/>	£5.00	<input type="checkbox"/>	£6.25	<input type="checkbox"/>	£12.50	<input type="checkbox"/>
1101-1200	<input type="checkbox"/>	D	121-130	<input type="checkbox"/>	£5.75	<input type="checkbox"/>	£16.75	<input type="checkbox"/>	£33.50	<input type="checkbox"/>
1201-1300	<input type="checkbox"/>	E	131-140	<input type="checkbox"/>	£6.75	<input type="checkbox"/>	£20.25	<input type="checkbox"/>	£40.50	<input type="checkbox"/>
1301-1399	<input type="checkbox"/>	F	141-150	<input type="checkbox"/>	£7.50	<input type="checkbox"/>	£22.00	<input type="checkbox"/>	£44.00	<input type="checkbox"/>
1400-1500	<input type="checkbox"/>	G	151-165	<input type="checkbox"/>	£9.25	<input type="checkbox"/>	£27.25	<input type="checkbox"/>	£54.50	<input type="checkbox"/>
1501-1650	<input type="checkbox"/>	H	166-175	<input type="checkbox"/>	£10.50	<input type="checkbox"/>	£31.50	<input type="checkbox"/>	£63.00	<input type="checkbox"/>
1651-1850	<input type="checkbox"/>	I	176-185	<input type="checkbox"/>	£12.25	<input type="checkbox"/>	£36.75	<input type="checkbox"/>	£73.50	<input type="checkbox"/>
1851-2100	<input type="checkbox"/>	J	186-200	<input type="checkbox"/>	£15.75	<input type="checkbox"/>	£47.25	<input type="checkbox"/>	£94.50	<input type="checkbox"/>
2101-2500	<input type="checkbox"/>	K	201-225	<input type="checkbox"/>	£18.25	<input type="checkbox"/>	£54.25	<input type="checkbox"/>	£108.50	<input type="checkbox"/>
2501-2750	<input type="checkbox"/>	L	226-255	<input type="checkbox"/>	£25.25	<input type="checkbox"/>	£75.25	<input type="checkbox"/>	£150.50	<input type="checkbox"/>
2751 +	<input type="checkbox"/>	M	256+	<input type="checkbox"/>	£32.75	<input type="checkbox"/>	£97.75	<input type="checkbox"/>	£195.50	<input type="checkbox"/>
Solo motorcycle					£6.00	<input type="checkbox"/>	£11.00	<input type="checkbox"/>	£21.00	<input type="checkbox"/>

Please state the date you wish the permit to commence If postal application, tick here

	Vehicle 1	Vehicle 2	Vehicle 3
Registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make and Model	<input type="text"/>	<input type="text"/>	<input type="text"/>
Year of manufacture and CO ₂ emissions	<input type="text"/>	<input type="text"/>	<input type="text"/>

Are you the registered owner of the above vehicle(s)? Yes No

If No, please state owner's name and address (please see attached notes regarding company vehicles etc.)

Only vehicles under 5 metres long and 2.5 metres high and seating capacity for no more than eight passengers are eligible for a Permit in Islington. Parking attendants are able to issue tickets to vehicles that are clearly larger than the maximum dimensions and the permit for that vehicle can be withdrawn.

Have you been issued with a permit for another vehicle? Yes No

CHANGE OF DETAIL / LOST OR STOLEN PERMIT

Change of vehicle Lost/Stolen
 Additional vehicle Destroyed
 Change of address Incorrectly issued
 Permit number (if known)
 Date permit purchased Permit start date Permit end date
 Police/crime reference number or incident number

VISITOR VOUCHERS

See notes on pages 3 and 4 for allocations and discounts

Visitors		No. of books	Total price	Serial numbers (office use)
20 x 1/2 hour	£8.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 x 3 hour	£22.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Concessionary rate				
20 x 1/2 hour	£4.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 x 3 hour	£11.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire permit holders' vouchers				
20 x 1/2 hour	£6.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
10 x 3 hour	£18.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hire car permit	£12.00	<input type="text"/>	<input type="text"/>	<input type="text"/>
All day visitor vouchers				
		No. of vouchers		
1 x all-day	£10.00	<input type="text"/>	<input type="text"/>	<input type="text"/>

CHECKLIST

For first permit: Proof of residence Proof of vehicle ownership
For visitor vouchers: Proof of residence
Concessions for visitor vouchers: Proof of age or disability DWP attendance allowance letter

Please make sure you read the Important notes on pages 3 and 4

I agree to the terms and conditions on pages 3 and 4

Signature Date

METHOD OF PAYMENT (we do not accept Electron or American Express)

Cheque Debit card Credit card Postal/Money Order
 I wish to pay by credit/debit card
 Please debit my credit/debit card in the sum of £
 Signature Name of card holder
 Credit/debit card number Expiry date
 Delta and Switch users only: Start date Issue number

Important notes

RESIDENT PARKING PERMIT (not for estate parking)

ADDITIONAL VEHICLE

CHANGE OF DETAIL / LOST OR STOLEN PERMIT

VISITOR VOUCHERS

Please read the document carefully and provide the required supporting documents. Cheques should be made payable to: London Borough of Islington.

PERMITS

To apply for a new parking permit an applicant must provide proof of residence and proof of vehicle ownership in Islington.

Proof of residence for new application or change of address

The applicant must provide a copy of **ONE** of the following documents:

- Gas, Electric, Water Rate, Land-line telephone bill, Internet/cable TV bill, issued to the applicant at the Islington address within the last six month, **or**
- Council Tax bill issued to the applicant for the current billing year, **or**
- Driving Licence issued to the applicant at the Islington address, **or**
- Tenancy agreement.

No other documents are accepted as proof of residence. Please send COPIES of documents only. **Do not send originals.**

Proof of vehicle ownership for new application/change of vehicle/additional vehicle

The applicant must provide a copy of **ONE** of the following documents:

- Vehicle registration document (V5). The V5 must state the name and Islington address of the applicant. This should be the same as the proof of residence **or**
- Insurance schedule. The schedule must state the applicant is the main policyholder and the vehicle insured at the applicant's Islington address
- Company vehicle applicants must provide a copy of the vehicle registration document (V5) or copy of the lease agreement and a letter, written on the organisation's headed stationery, stating:
 - The applicant to be an employee of the company
 - The vehicle registration mark/number
 - Reason for providing the vehicle to the employee
 - Islington address where the vehicle will be parked.

The letter must be signed and dated preferably by the Company Secretary or an authorised officer of the company entitled to sign such declaration. **This must not be the applicant.**

To apply for a temporary resident parking permit

Where an applicant has recently moved into the London Borough of Islington and is unable to provide the supporting documents required for a full resident parking permit, a temporary parking permit valid for **one month** may be issued if **one** document of proof of vehicle ownership listed below, is provided.

Proof of vehicle ownership required for a temporary resident parking permit

One of the following documents is required:

- A New Keepers Supplement, stating the applicant's name and Islington address **or**
- V5 showing the applicant's Islington address (handwritten, is accepted) **or**
- A Temporary Motor Insurance Cover note **or**
- Motor Insurance stating the applicant as the Named Driver.

To renew a temporary permit, applicants must provide full proof of residence in Islington. Applicants must also provide proof that the vehicle is registered to them at the Islington address.

Change of vehicle or an additional vehicle

To either change a vehicle or add another vehicle to an existing permit the applicant must complete the relevant part of the attached application form and provide proof of ownership of the new vehicle. The existing permit must be returned with the application form and relevant proofs. If a change or addition vehicle is added for a temporary period of time up to 1 month, no additional charge / refund is made, otherwise the charge of the permit will be based on the vehicle which has the highest cc or CO₂ banding. A refund for the existing permit will need to be applied for prior to the issue of the new permit. The refund will be sent by cheque to the applicant within one to six weeks.

Change of address/Controlled Parking Zone (CPZ)

When a permit holder moves home they must inform the permits team of the change of address by completing the relevant part of the application form and provide proof of the new address. The existing permit must be returned with the application and relevant proofs and we will issue a new permit with the new CPZ.

Match Day permit

A resident may apply for a Free Match Day permit. This permit is valid only in specific zones where additional match day restrictions apply when matches or events are held at the Emirates stadium. It is not valid at any other time.

Lost and stolen permits

It is the responsibility of the permit holder to report a lost or stolen permit to the local police and obtain an incident number or crime reference number. This number is required on the application form.

Suspension of parking spaces

The Council or the Police can suspend a resident's parking bay. Signs indicating this are placed in or adjacent to the bay, or over the parking bay sign. This will be done before the start of the controlled hours. However, to give notice of this, the Council will erect warning signs at least four days in advance of the suspension. Nevertheless, permit holders should ensure their vehicle is legally parked at all times. A vehicle parked on a suspended bay may receive a Penalty Charge Notice and could be removed. If you leave your vehicle unattended (for examples to go on holiday), you should give consideration to the possibility that the bay may be suspended in your absence and make arrangements to deal with this possibility.

VISITOR VOUCHERS

To apply for visitor vouchers an applicant needs to provide proof of residence only. (Visitor vouchers are not valid in housing estates and private roads.)

For acceptable proof of residence for visitor vouchers please refer to page 3 under the heading: **Proof of residence for new application/and change of address**

Concessionary rates

Senior citizens are entitled to purchase vouchers for the zone they reside in, at a 50% discount. Proof of age is required. The higher allocation and discount does not apply to ALL DAY vouchers.

Residents who receive attendance allowance and/or disability allowance are entitled to purchase vouchers for the zone they reside in, at a 50% discount. Proof of attendance allowance/disability allowance is required. The higher discount does not apply to ALL DAY vouchers.

Hire car

Residents who do not have a resident parking permit may apply for Hire Car Vouchers. They are entitled to 300 hours of vouchers and these must be displayed with an Annual Permit costing £12.

Refunds

Refunds for surrendered permits will be subject to a £20 administration fee, and this will be deducted from the basic amount due.

IMPORTANT

Owning a permit does not guarantee a parking space.

Permits may not be issued if there are outstanding Penalty Charge Notices linked to the applicant.

By signing the application form the applicant consents to all the terms and conditions of the parking permit and visitor voucher scheme of the London Borough of Islington. If you give false or misleading information we may prosecute you and you may be required to pay a fine of up to £2,500.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies in order to assist either the Council or those other bodies in the prevention and detection of fraud, including (but not limited to) bodies specifically concerned with auditing or administering public funds.

Islington Parking Services
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