

For official use only

Zone Account number

Resident or Carer Parking Permit and Voucher application


www.islington.gov.uk/myaccount

Important information: This form is only for use by applicants who DO NOT have internet access. Applicants with internet access should apply at www.islington.gov.uk/myaccount

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

What are you applying for? ☐ Carer parking permit* (enter your details below and cared for person's details overleaf)

☐ Resident parking permit ☐ Change of detail ☐ Lost or stolen permit ☐ Visitor vouchers

*Carer permits are only available for single vehicles

| | | | | | |
|----------|----------------------|---------------|----------------------|-------|----------------------|
| Surname | <input type="text"/> | First name(s) | <input type="text"/> | Title | <input type="text"/> |
| Address | <input type="text"/> | | | | |
| Postcode | <input type="text"/> | Email | <input type="text"/> | | |
| Tel | <input type="text"/> | Mobile | <input type="text"/> | | |

RESIDENT PARKING PERMIT

| Vehicles Pre-2001 | Vehicle from 2001 | | 12 months | | 6 months | | 3 months | | 1 month | |
|-------------------|-------------------|---------|-----------|--------------------------|----------|--------------------------|----------|--------------------------|---------|--------------------------|
| Engine cc | Band | CO2 | | | | | | | | |
| Electric | 0 | Zero | £28.00 | <input type="checkbox"/> | £14.00 | <input type="checkbox"/> | £8.25 | <input type="checkbox"/> | £8.25 | <input type="checkbox"/> |
| 001-600 | A | 1-100 | £33.00 | <input type="checkbox"/> | £16.50 | <input type="checkbox"/> | £11.00 | <input type="checkbox"/> | £8.25 | <input type="checkbox"/> |
| 601-900 | B | 101-110 | £38.50 | <input type="checkbox"/> | £19.25 | <input type="checkbox"/> | £11.00 | <input type="checkbox"/> | £8.25 | <input type="checkbox"/> |
| 901-1100 | C | 111-120 | £44.00 | <input type="checkbox"/> | £22.00 | <input type="checkbox"/> | £13.75 | <input type="checkbox"/> | £8.25 | <input type="checkbox"/> |
| 1101-1200 | D | 121-130 | £104.50 | <input type="checkbox"/> | £52.25 | <input type="checkbox"/> | £27.50 | <input type="checkbox"/> | £11.00 | <input type="checkbox"/> |
| 1201-1300 | E | 131-140 | £126.50 | <input type="checkbox"/> | £63.25 | <input type="checkbox"/> | £33.00 | <input type="checkbox"/> | £13.75 | <input type="checkbox"/> |
| 1301-1399 | F | 141-150 | £137.50 | <input type="checkbox"/> | £68.75 | <input type="checkbox"/> | £38.50 | <input type="checkbox"/> | £16.50 | <input type="checkbox"/> |
| 1400-1500 | G | 151-165 | £165.00 | <input type="checkbox"/> | £82.50 | <input type="checkbox"/> | £44.00 | <input type="checkbox"/> | £19.25 | <input type="checkbox"/> |
| 1501-1650 | H | 166-175 | £192.50 | <input type="checkbox"/> | £96.25 | <input type="checkbox"/> | £49.50 | <input type="checkbox"/> | £22.00 | <input type="checkbox"/> |
| 1651-1850 | I | 176-185 | £220.00 | <input type="checkbox"/> | £110.00 | <input type="checkbox"/> | £66.00 | <input type="checkbox"/> | £24.75 | <input type="checkbox"/> |
| 1851-2100 | J | 186-200 | £280.50 | <input type="checkbox"/> | £140.25 | <input type="checkbox"/> | £77.00 | <input type="checkbox"/> | £27.50 | <input type="checkbox"/> |
| 2101-2500 | K | 201-225 | £324.50 | <input type="checkbox"/> | £162.25 | <input type="checkbox"/> | £82.50 | <input type="checkbox"/> | £30.25 | <input type="checkbox"/> |
| 2501-2750 | L | 226-255 | £456.50 | <input type="checkbox"/> | £228.25 | <input type="checkbox"/> | £121.00 | <input type="checkbox"/> | £44.00 | <input type="checkbox"/> |
| 2751 and above | M | 256+ | £588.50 | <input type="checkbox"/> | £294.25 | <input type="checkbox"/> | £148.50 | <input type="checkbox"/> | £49.50 | <input type="checkbox"/> |
| Diesel Surcharge | | | £138.60 | <input type="checkbox"/> | £69.30 | <input type="checkbox"/> | £34.65 | <input type="checkbox"/> | £11.55 | <input type="checkbox"/> |
| Motorcycles | | | £61.20 | <input type="checkbox"/> | £30.60 | <input type="checkbox"/> | £15.30 | <input type="checkbox"/> | £7.65 | <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"/> |
| Fuel Type | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Vehicle Type | <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.)

NB: If your parking permit is valid for just one vehicle, you will no longer receive a printed permit.

Only vehicles under 5 metres long and 2.5 metres high and with seating capacity for no more than eight passengers are eligible for a permit in Islington. Civil Enforcement Officers are able to issue tickets to vehicles that are larger than the maximum dimensions and the permit for that vehicle can be withdrawn. False declarations regarding vehicle dimensions may result in cancellation of the permit with no refund.

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

CARED FOR PERSON'S DETAILS

Surname First name Title

Address Postcode

Telephone

Date of assessment Care manager's name Office

Diesel Surcharge is not applied to Carer Permits

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 | | Number of books | | Number of books | Total price |
|---------------|--------|----------------------|-------------|----------------------|----------------------|
| 20 x 1/2 hour | £12.90 | <input type="text"/> | 10 x 3 hour | <input type="text"/> | <input type="text"/> |

| | | Number of vouchers | |
|------------------------------|--------|----------------------|----------------------|
| 1 x all-day visitor vouchers | £16.40 | <input type="text"/> | <input type="text"/> |

Concessionary rate

| | | | | | | |
|---------------|-------|----------------------|-------------|--------|----------------------|----------------------|
| 20 x 1/2 hour | £6.50 | <input type="text"/> | 10 x 3 hour | £17.70 | <input type="text"/> | <input type="text"/> |
|---------------|-------|----------------------|-------------|--------|----------------------|----------------------|

| | | Number of vouchers | |
|------------------------------|-------|----------------------|----------------------|
| 1 x all-day visitor vouchers | £8.20 | <input type="text"/> | <input type="text"/> |

Hire car permit (linked to voucher scheme)

| | | | | | | |
|---------------|--------|----------------------|-------------|--------|----------------------|----------------------|
| 20 x 1/2 hour | £10.10 | <input type="text"/> | 10 x 3 hour | £29.40 | <input type="text"/> | <input type="text"/> |
|---------------|--------|----------------------|-------------|--------|----------------------|----------------------|

| | | | |
|---------------|--------|----------------------|----------------------|
| Permit charge | £16.42 | <input type="text"/> | <input type="text"/> |
|---------------|--------|----------------------|----------------------|

Free weekend and evening vouchers (zones C and K only)

200 vouchers per annum (concessionary customers only)

CHECKLIST

For first or carer permit: Proof of residence ☐ Proof of vehicle ownership ☐

For visitor vouchers: Proof of residence ☐ Concessions for visitor vouchers: Proof of age or disability ☐

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

PERMITS

To apply for a new parking permit an applicant must provide proof of residence and proof of vehicle ownership in Islington. A surcharge is payable for diesel vehicles that do not qualify for a concession. Licensed Hackney Carriages and commercial vehicles with type N status are exempt from the surcharge. See website and your payment receipt for further details.

Permit-free housing

Many properties in Islington are now deemed to be permit-free. Should you be unsure of the status of your property you can check the current list of permit-free property at: www.islington.gov.uk

Proof of residence for new application or change of address

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

- Utility bill issued to the applicant at the Islington address within the last six months, **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. If posting 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.**

New Islington residents

Applicants who are new to the Borough should register their details on the council's website www.islington.gov.uk/myeaccount and follow the process for new application.

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 (handwritten, is accepted) **or**
- V5 showing the applicant's Islington address **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.

Carers permit

Carers must return the permit to the parking permits department if you are no longer the nominated carer or the cared for person does not require care from you. Please note that carer permits are only available for single vehicles.

Change of vehicle or an additional vehicle

To 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 documentation. If a change or additional 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. If one vehicle is diesel the surcharge will apply. If a diesel vehicle is added temporarily the surcharge will apply pro-rata. Urgent changes of vehicle can be obtained by calling 020 7527 2000.

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 create a new permit for 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.

VISITOR VOUCHERS

To apply for visitor vouchers an applicant needs to provide proof of residence only (unless it has previously been provided). For acceptable proof of residence for visitor vouchers please refer to page 3 under the heading: **Proof of residence for new application or change of address**

Concessionary rates

Senior citizens are entitled to purchase vouchers for the zone they reside in at a reduced rate, as shown on the application form. Proof of age is required.

Residents who receive attendance allowance and/or disability allowance are also entitled to purchase vouchers at a reduced rate. Proof of attendance allowance/disability allowance is required. Residents in zones C and K are entitled to apply for evening and weekend vouchers. Up to 200 vouchers are available per annum and are free of charge.

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 £16.42

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 or if your property is permit-free.

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.

The Council will use the information you provide for the purpose of administering your parking permit or voucher requests, in accordance with our obligations under the Traffic Management Act 2004, and for managing and improving the delivery of service to you

We will share the information with other Council departments/external bodies –

- Council Tax for confirmation of your residency in the borough
- Business Tax for confirmation that a business is registered for business tax in the borough
- The National Fraud Initiative – for the investigation of fraud.
- The Police – for the investigation of offences or crimes

Data will be stored for a maximum of six years.

Please read this document carefully, complete the form and send it back to us, along with copies of the required supporting documents and a cheque for the applicable amount. Cheques should be made payable to: London Borough of Islington.

We will always process your information in accordance with the law - for more information on the basis on which we process, use and store your information, please refer to the Council's Privacy Policy

-<https://www.islington.gov.uk/about-the-council/information-governance/data-protection/privacy-notice>

Please email good quality scans or photos of this application form, showing all parts clearly, to parkingpermits@islington.gov.uk. Alternatively post to PO Box 34750, London N7 9WF.