

# APPLY ONLINE FOR A REDUCTION

For official use only

Permit No	
Date of issue	
Amount paid	
Prepared by	

## Parking Service

# Temporary One Month Permit (new residents only)

Please read the guidance notes before completing this form and complete all sections **IN BLOCK LETTERS** and black ink where possible.

**YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE CORRECT DOCUMENTATION IS NOT ATTACHED.**

### Part 1 – Your particulars

Surname \_\_\_\_\_

Mr/Mrs/Miss or other title \_\_\_\_\_

Forenames in full \_\_\_\_\_

Date of birth \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone no. (home) \_\_\_\_\_

Telephone no. (business) \_\_\_\_\_

Telephone no. (mobile) \_\_\_\_\_

### Part 2 – Particulars of your vehicle

Registration no. \_\_\_\_\_

Make and type \_\_\_\_\_

Colour \_\_\_\_\_

If the vehicle is a goods vehicle, does the overall height exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes?

Yes       No

Are you the registered keeper?       Yes       No

### Part 3 – Important information about this permit

The temporary one month permit is not valid on housing estates, in off-street car parks or on private roads.  
 This permit is not refundable or renewable.  
 The cost of the permit cannot be deducted from the cost of any future permits that you apply for.  
 This permit is limited to one per person and/or vehicle.  
 To apply for a standard 3 or 12 month permit, you will be required to provide the proof listed in Part E of the guidance notes.

### Part 4 – Payment details

Permit charge:  
 First permit at the address: £50  
 Second and subsequent permit at the same address: £68

I require the permit to start on: DD / MM / YYYY

I enclose a **cheque/postal order** (delete as appropriate)

Amount £

Cheques and postal orders should be made payable to **'Wandsworth Council'** and crossed **'A/C payee only'**

Wandsworth Council has to protect the public money it deals with and may use the information you have given to prevent and detect fraud. For this reason it may also share this information with other organisations dealing with public money.

# Temporary One Month Permit - continued

## Part 5 – Enclosures

I enclose proof of residence at my new address - one of the documents outlined in Part D or Part E of the guidance notes

I am providing (please confirm document): \_\_\_\_\_

## Part 6 – Declaration

### *I hereby declare that*

The address shown in Part 1 is my principal place of residence.

I am the registered keeper or have sole use of the vehicle shown in Part 2.

I have read and understood the application form and guidance notes prior to signing this declaration.

I am applying for a temporary one month permit as I cannot provide the proof shown in Part E of the guidance notes for a standard 3 or 12 month permit.

I understand that I must provide the proof outlined in Part E of the guidance notes when applying for a standard 3 or 12 month permit.

I do not already hold a current resident permit for a different vehicle OR at another address in Wandsworth.

All the information I have given on this application is correct.

### *I agree to immediately surrender the permit to the council if*

I cease to reside in the Controlled Parking Zone for which the permit has been issued.

I sell or dispose of the vehicle shown on the permit.

The council withdraws the permit or it ceases to be valid for any other reason.

Please note that an officer of the council or authorised agent is permitted to contact you or to call at your place of residence, as stated in Part 1 of the application form, at any reasonable time, for the purpose of ascertaining that it is your principal place of residence and that they may request documented proof to that effect. Failure to comply with such a request may result in your permit being withdrawn. It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The council will not hesitate to prosecute and conviction could result in substantial penalties.

## Replacements

If you require a replacement permit due to a change of vehicle or moving address to another controlled parking zone you will be required to submit an application for a replacement permit. Your permit payment and relevant documents must be submitted and your two week temporary cover (if available) should be activated to cover the vehicle while your application is made.

*Please check that you have enclosed the following with your signed application form:*

- **Proof of residence**
- **Payment (cheque or postal order)**

I confirm that I have read and understood the declaration above and I enclose payment and proof with this form.

The declaration **must** be signed by the person named in Part 1.

Signature: \_\_\_\_\_

Date: DD / MM / YYYY

PLEASE NOTE: Resident permits are not valid in off-street car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space.

## Important information

Your permit will be processed as soon as possible, however, please note that you may not park your vehicle in the Controlled Parking Zone during the hours of enforcement, unless you have received confirmation via email that your virtual one month permit has been approved and activated OR a resident visitor permit is displayed or you have activated a paperless visitor permit online. Alternatively, payment can be made at a Pay & Display machine or using the council's 'pay by phone' option, in all-day zones.

**You can apply for your permit online by visiting [www.wandsworth.gov.uk/permits](http://www.wandsworth.gov.uk/permits)**  
**You can contact us with any queries via email to [parkingpermits@wandsworth.gov.uk](mailto:parkingpermits@wandsworth.gov.uk)**

**PARKING HELPLINE (020) 8871 8871**  
**[www.wandsworth.gov.uk/parking](http://www.wandsworth.gov.uk/parking)**

**Wandsworth Council**  
Finance Department