

## Resident Permits – Enfield Council terms and conditions

### **1. Permit information**

#### **Definition of a residential parking permit**

A resident permit is intended for use only by the permit holder to enable them to park in resident and shared-use bays during the prescribed period for their stated zone/area.

The permit must be displayed when parking in a parking place during the restricted hours. The display of the permit must be to the front or near side of the vehicle.

#### **Residential permit prices**

Please check the Parking page on the website for resident permit prices.

### **2. Who can apply and what needs to be provided?**

Permits may only be issued to vehicles that are registered at the residential address of the applicant. It will be necessary to produce proof of residence, for example, bank statement or utility bill within the last 3 months. Mobile phone bills or driving licence are not accepted as proof of residency.

A maximum of 3 permits may be issued per resident.

#### **Who qualifies**

Resident parking permits will be issued to applicants: who permanently reside at an address in the permit parking zone/area and can provide evidence, and who own a vehicle that does not exceed 2.28 metres in height and does not carry more than twelve passengers (exclusive of the driver) and not draw a trailer.

Note: The planning conditions for some new build housing schemes do not allow residents to apply for a parking permit. Applications will be cross checked with the relevant parties, registers, databases, etc.

#### **Not yet moved in?**

If you have not yet moved to the address in your application, please provide a letter from your solicitor confirming completion date or tenancy agreement.

### **3. Your vehicle details and what you need to provide**

**Proof of vehicle ownership - one of the following needs to be provided:**

**Your vehicle:** a copy of the vehicle registration document (V5C).

**Company vehicle:** (if registered to the company) a letter of authority on letter headed paper signed by an executive or director confirming the vehicle details and that you have exclusive use of the vehicle.

**Leased vehicle:** a copy of the agreement from a reputable organisation. Your name and address must match those of the hirer as shown on the agreement. If you change or renew the lease, please inform us immediately and provide a copy of the new agreement.

**Bill of sale:** if you have purchased a vehicle and are not yet the registered keeper, we will accept a bill of sale from a recognised dealership and allow 1 month after change of vehicle for you to provide a copy of the V5C. **This only applies to existing permit holders only.** New applicants will have to wait to provide V5C or be advised to seek alternative parking or purchase a visitors parking voucher.

A permit is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

We will reject your application if the name and address on the vehicle registration document (V5C) does not match the proof of residence or name given in the application.

### **4. Prevention of fraud**

To ensure the integrity of the permit scheme, the Enfield Council may undertake sample checks to verify the applicant's details, including requesting copy documents where appropriate. Your information may be shared with third parties such as NSL for the purpose of processing a permit and the prevention of fraud. If you would like more information about how we use your data, please read our Privacy Policy - <https://new.enfield.gov.uk/privacy-notice/> which also contains how to control your personal data and your rights.

### **5. How long can I have my permit for?**

The scheme uses permits which are available for a period of 12 months (36 for the South Edmonton Event Day CPZ).

#### **Length of permit and renewals**

The permit will be valid for 12 months from the date of issue (36 for the South Edmonton Event Day CPZ). It is your responsibility to renew the permit on its expiry. If you wish to renew your permit, please apply at least 21 days before the current permit expires.

**Please note that the local authority will not be held responsible for a permit which has expired and a reminder has not been sent or received.**

## **6. Where can I use my permit?**

Resident permit holders may park their vehicles in any available space in a residents parking zone/area or, where appropriate a shared use parking place, in the parking zone/area indicated on the permit during the restricted hours provided that a valid permit is displayed for the applicable zone.

Resident permits are not valid for the business parking places.

Resident permits do not allow parking on:

- Single or double yellow lines
- Disabled bays
- Bays reserved for doctors, taxis, etc.
- Pay and display bays
- Across dropped kerbs
- Loading ban (yellow lines with kerb marks)
- Bus stops
- Footways/grass verges
- School entrance zig zags during restricted hours
- Pedestrian crossing zig zags
- Suspended parking bays

A permit does not grant you the right to park outside your house or guarantee the availability of a parking space. The council may suspend parking facilities for various reasons. The suspension notice will usually be erected the day before the suspension is due to commence. Whenever possible longer notice will be given.

## **7. Changes to any details and refunds**

A change of address should be notified in writing to the parking contractor as soon as possible.

A new permit may be issued when a vehicle is changed either temporarily or permanently, **as long as the existing permit is returned**. Applications for change must be made in writing, enclosing proof of new/temporary ownership of vehicle. There is a charge of £20 for replacement permits, for permits which have been lost, stolen or defaced.

If a permit has been stolen and a police crime reference number or confirmation from insurers is received then the permit will be reissued free of charge.

Permits cease to be valid when the holder ceases to reside within the appropriate parking zone/area or the holder ceases to be keeper/owner of the vehicle specified.

### **Change of address or vehicle, including temporary or courtesy vehicles**

You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued.

If you change your vehicle, you will need to amend your details immediately.

If you do not yet have the vehicle registration document (V5C), we can arrange temporary cover for your vehicle if you provide a copy of the bill of sale immediately and the VQ5 within one month.

### **Refunds**

If you wish to cancel your permit, a refund can be made upon surrender of the physical permit to NSL Services at the Parking Shop.

## **8. Important information**

**Please note:**

1. It's criminal offence if, with intent to deceive, knowingly make a false statement or mishandle or forge documents to get a residential parking permit for yourself or others. The council may prosecute under the Theft Acts or other relevant criminal legislation.
2. Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued (PCN).
3. Any vehicle that is not displaying a valid permit may be issued a Penalty Charge Notice.
4. The council reserves the right to withhold or withdraw a permit.
5. Residents are not permitted to sell or transfer a permit to other parties.
6. If an application has been made fraudulently, the permit will be revoked immediately and the associated vehicle will become subject to enforcement.
7. Permits will not be issued to vehicles with outstanding unchallenged Penalty Charge Notices (PCN's).
8. A permit does not guarantee a parking space.
9. The responsibility for renewals rests with the permit holder.

Detailed information relating to the position/location of parking places and other related matters can be obtained from the London Borough of Enfield, Regeneration and Environment or visit online at <https://new.enfield.gov.uk/services/parking/parking/controlled-parking-zones/>