

Please complete this form in block letters.

You can request Resident Permit renewals up to 4 weeks before they expire.

Please include a photocopy (do not send originals), one of the following for proof of residency,

Utility/phone bill,
 Tenancy agreement
 Bank statement (dated within the last 3 months),
 Council Tax document dated within last 12 months,
 Solicitors letter or Drivers licence (card) in the applicants name (for resident & visitor permits).

Please include a photocopy (do not send originals), one of the following for proof of vehicle ownership,

Insurance document
 Logbook showing vehicle is registered at the address (for resident permits only)

Please return the completed form to Customer Services, London Borough of Havering, Town Hall, Main Road, Romford, RM1 3BB **with relevant documentation. It may take up to 7 days for you to receive the Permit please allow for this when making your application.**

1. Applicants Details

Title/Surname	
First Name	
Address	
Postcode	Email
Tel No (H)	Tel No (M)

2. Vehicle Details

Vehicle Registration No.				
Make	Model	Colour		
Is the vehicle wider than 1.83 metres (6 feet)?	YES		NO	
If a passenger vehicle, is it adapted to carry more than 12 passengers?	YES		NO	
If it is a goods/commercial vehicle is its overall height more than 2.3 metres (7 feet 6 inches)?	YES		NO	
Is this vehicle kept and used by you?*	YES		NO	

Are you the Registered Owner?*	YES		NO	
*If you answered YES please enclose current proof of ownership. E.g. a copy of Vehicle Registration Document or Insurance Certificate showing vehicle details and your name and address.				
*If you answered NO please provide Name and Address of Registered Owner				
Please enclose a letter from the Registered Owner confirming that you keep and use this vehicle together with a copy of the Vehicle Registration Document and Insurance Certificate showing you as an insured driver for the above vehicle. The Insurance Certificate must also show the above vehicle is kept at the address the permit is for.				

3. Resident Permits

CHARGES FOR RESIDENT PERMITS ARE AS FOLLOWS:

1st permit issued to an address	£35.00
2nd permit issued to an address	£60.00
3rd and subsequent permit issued to an address	£85.00

PLEASE INDICATE PERMITS REQUIRED

PLEASE RETURN PERMIT IF THERE IS A CHANGE OF ADDRESS OR VEHICLE

Renewal of Expired Permit	1 st	2 nd	3 rd	4 th +
Expiry Date of Current Permit				
New (First Application)	1 st	2 nd	3 rd	4 th +
Change of Vehicle or Address (Administration Charge)	£25.50			
Replacement of Lost or Stolen Permit (Administrative Charge)	£25.50			
NB: If stolen Crime Reference Number is required	CRN			

Please note: Your permit cannot be issued until we have received the required documentation and the correct amount due. Once the documents are verified we will contact you for the payment.

4. Visitor Permits

Books of Visitors Permit Scratch cards (10 scratchcards per book)	£13.00 per book	
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5. PLEASE READ, SIGN AND DATE THE FOLLOWING DECLARATION:

I certify that my usual place of abode is at the address shown at 1 overleaf.

I undertake to return any permit(s) to London Borough of Havering if I cease to reside in the sector to which they relate and/or if I cease to keep and use a vehicle for which a Residents Permit has been issued and I understand that should I require a refund on my permit there will be a charge of the current administration fee, correct at the time of issuing the refund, deducted from the amount due to me.

I will only issue Visitors' Permits to drivers who are visiting me at the address shown at 1 overleaf.

I declare that all the information in this application is correct and I agree to abide by the rules of the Parking Permit Scheme.

I understand these permits are not for resale and that any person knowingly making a false statement for the purpose of obtaining any type of Parking Permit or found to have sold them on to a third party may have their permit revoked.

I understand that reminder letters are not circulated prior to expiry of my permit

Signature.....Date

For Official Use Only

RP	VP	Date Issued	Sector
Permit Number	Permit Numbers	Expiry Date	Issued By