

Section 1 – your details

Title (Mr, Mrs, Miss, Ms) First Name

Surname

Address

Tel. Home Mobile

Email

Do you live at the above address at least 5 nights a week? Yes ☐ No ☐

I am: **a) applying for the first time** (go to section 3)

b) renewing my existing permit. Permit number (go to section 4)

c) renewing my existing permit with changes. Permit number
Please specify the change(s) you wish to make:

- ☐ **remove vehicle** (go to section 2)
- ☐ **add a vehicle** (go to section 3) – include proof of new vehicle.
- ☐ **change address** – complete your new address above (go to section 4)
include proof of new address.

You can renew online

Use your login and renew online at **camden.gov.uk/parkingpermits**

Essential information

Important information about this application is included with this form. Please ensure you read and understand it before submitting your application.

Payment

I will make payment:

- ☐ **By post**
(cheque enclosed)
- ☐ **In person**
- ☐ **By phone** –
please call me on:

Section 2 – remove a vehicle

NOTE you may only register a maximum of 3 vehicles to a residents' permit at any one time. If you currently have a vehicle registered to your residents' permit and **wish to remove it** please complete the details below.

	▼ Remove this vehicle	▼ Remove this vehicle	▼ Remove this vehicle
Registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	<input type="text"/>	<input type="text"/>	<input type="text"/>

Section 3 – your vehicle details

Please complete below details of all vehicles you wish to have listed on your residents' permit (max 3), and indicate whether these are new or existing vehicles.

Please note if you are registering more than one vehicle, the cost of your residents' permit will be based on the vehicle which falls into the highest price category e.g. the vehicle with the highest cylinder capacity (cc), CO₂ emissions (g/km) or vehicle category. Please list this vehicle in the 'Vehicle 1' box.

	▼ Vehicle 1	▼ Vehicle 2	▼ Vehicle 3
Registration number	<input type="text"/>	<input type="text"/>	<input type="text"/>
Make	<input type="text"/>	<input type="text"/>	<input type="text"/>
Engine size/emissions (motor vehicles only)	<input type="text"/>	<input type="text"/>	<input type="text"/>
New or existing vehicle?	new <input type="checkbox"/> existing <input type="checkbox"/>	new <input type="checkbox"/> existing <input type="checkbox"/>	new <input type="checkbox"/> existing <input type="checkbox"/>

Are you the registered keeper of the vehicles?

Yes ☐

If No, please complete the owner’s name and address below

Vehicle 1 owner details

Title (Mr, Mrs, Miss, Ms) First Name

Surname

Address

Vehicle 2 owner details

Title (Mr, Mrs, Miss, Ms) First Name

Surname

Address

Vehicle 3 owner details

Title (Mr, Mrs, Miss, Ms) First Name

Surname

Address

Section 4 – your permit details

If your residents’ permit is for a **motorcycle or electric vehicle** then please complete the table below.

Solo motorcycles and electric vehicles			
Select your vehicle type and permit duration			
Solo motorcycles	<input type="checkbox"/> 6 months £25.60	<input type="checkbox"/> 12 months £48.15	
Electric vehicles*	<input type="checkbox"/> 3 months £6.65	<input type="checkbox"/> 6 months £12.30	<input type="checkbox"/> 12 months £23.05

* If you receive energy from a renewable resource and can provide proof, then your permit is free

If your residents’ permit is for a **motor vehicle** please complete the table overleaf. There are three easy steps:

- Step 1 - Check when your vehicle was registered.
- Step 2 - Depending on your vehicle registration date, check your registration certificate for either your vehicles cylinder capacity (cc), CO₂ emissions (g/km) or vehicle category.
- Step 3 - Select your permit duration.

Motor vehicles**

Step 1 – When was your vehicle registered?

My vehicle was registered before 1 March 2001 ▼	My vehicle was registered from 1 March 2001-31 March 2009 inclusive ▼	My vehicle was registered from 1 April 2009 ▼
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Step 2 – Check your registration certificate for the relevant information

Check your vehicle's cylinder capacity (cc) and tick the relevant box below ▼	Check your vehicle's CO ₂ emissions (g/km) and tick the relevant box below ▼	Check your vehicle's vehicle category and tick the relevant box below ▼
<input type="checkbox"/> 0-1299	<input type="checkbox"/> up to 150	<input type="checkbox"/> A1 <input type="checkbox"/> B1 <input type="checkbox"/> C1 <input type="checkbox"/> D1 <input type="checkbox"/> E1 <input type="checkbox"/> F1
<input type="checkbox"/> 1300-1849	<input type="checkbox"/> 151-185	<input type="checkbox"/> G1 <input type="checkbox"/> H1 <input type="checkbox"/> I1
<input type="checkbox"/> 1850-2449	<input type="checkbox"/> 186-224	<input type="checkbox"/> J1 <input type="checkbox"/> K1
<input type="checkbox"/> 2450+	<input type="checkbox"/> 225+	<input type="checkbox"/> L1 <input type="checkbox"/> M1

Step 3 – Select your permit

Tariff	Price and permit duration
1	<input type="checkbox"/> 3 months £31.25 <input type="checkbox"/> 6 months £49.20 <input type="checkbox"/> 12 months £84.00
2	<input type="checkbox"/> 3 months £36.40 <input type="checkbox"/> 6 months £57.85 <input type="checkbox"/> 12 months £99.80
3	<input type="checkbox"/> 3 months £42.00 <input type="checkbox"/> 6 months £69.20 <input type="checkbox"/> 12 months £121.00
4	<input type="checkbox"/> 3 months £54.25 <input type="checkbox"/> 6 months £91.25 <input type="checkbox"/> 12 months £162.75

** If you renew online by declaration at camden.gov.uk/parkingpermits you will save £10 (not valid for motorcycles or electric vehicles)

Section 5 – declarations

DECLARATION FOR RENEWALS WITH NO CHANGE OF DETAIL

I hereby confirm that my vehicle and address details have not changed since my last permit was issued, and I agree to promptly supply proof of these details if so requested as part of the Council's fraud check process. I understand that failure to do so when requested will result in my permit being invalidated. I understand that use of the permit implies acceptance of all conditions under which the permit is issued.

Signed

Dated

DECLARATION FOR FIRST APPLICATION AND RENEWAL WITH CHANGE OF DETAIL

I declare that all information given in this application is true, and I understand that use of the permit implies acceptance of all conditions listed overleaf. I understand that it is a criminal offence to make a false statement for the purpose of obtaining a permit and to allow the misuse of the permit.

Signed

Dated



Residents' parking permit – essential information

Who can apply?

You may apply for a permit if:

- your permanent home address is within the boundary of one of Camden's controlled parking zones,
- you live at that address for at least five nights per week and have continuous residence there,
- you own, keep and use a vehicle of the prescribed type and class,
- you hold a current full driving licence; and
- your address is not subject to Car Free Housing (Section 106) of the Town and County Planning Act 1990.

Proof of residence

If your name is not included on the current Electoral Register you will need to confirm where you live by showing us any **one** of the following:

- a copy of a current council tax bill in your name and Camden address,
- a current Council or Housing Association rent book showing your own name and Camden address,
- a tenancy agreement, including your name and Camden address, confirming that the property can not be sub-let,
- a Statutory Declaration typed, dated and made in the presence of a commissioner for oaths, a solicitor or a Justice of the Peace (accepted on a temporary basis for three months only); or,
- an aliens' registration card.

Vehicles

Each resident may apply for one residents' parking permit only, but each permit can have up to three vehicle registration numbers on it. Any vehicle listed on a permit must be registered in the permit holders name and to their Camden address. Where multiple vehicles are listed on the permit only one may park in a permit holders' bay at a time, and that vehicle must display the permit.

If your vehicle is registered abroad and you wish to apply for a permit in Camden then you may do so for a maximum of six months in a one year period. If you need to park for a longer period then the vehicle must be registered with DVLA, in your name, at your Camden address. We can not issue permits for vehicles registered abroad in a company's name.

Your vehicle must be:

- a passenger vehicle built or adapted to carry 8 passengers or fewer, not including the driver,
- a private light goods vehicle that fits inside a parking bay and that has a height of less than 2.32 metres, or
- a motorcycle
- an electric vehicle

Vehicles with trailers can not use permit holders' bays.

You will need to provide proof of vehicle ownership/custody. For private vehicles a registration certificate (V5C/Logbook all pages), showing your name and Camden address, is required.

For company vehicles a letter quoting the vehicle registration number and confirming the vehicle is owned by the company and allocated to you for your full time and exclusive use is required. The letter must be addressed to Permit Administration, on your company letterhead, signed by the company director and accompanied by a copy of the V5C and hire/lease agreement in the company's name. A current company letter must be provided on each renewal. Please note we can not issue permits for 'pool', borrowed vehicles or those with shared use or owned by relatives, and only one company vehicle may be included on a residents' permit.

Driver's licence

You will also need to provide us with a copy of your current full driver's licence.

Change of details

If you change your address or vehicle you can update your details online, by post, email, fax or in person. You'll need to provide proof of your new address or vehicle. If your address details change you should update your driving licence and vehicle registration certificate (V5C) and send us copies once these have been updated.

Where can I park?

A residents' parking permit does not guarantee you a space to park in your street; however, it does allow your vehicle to park in a permit holders' bay within the zone in which you live, at any time. These zones are called controlled parking zones (CPZs) and have varying days and hours when they are controlled which are shown on zone entry signs at the beginning of each zone.

Resident permit holders may park in parking meter and pay & display bays within their zones free of charge for the first and last hours only of the controlled hours, except in Belsize (CA-B) and Hampstead (CA-H). In addition permit holders for zone CA-D will be able to park in parking meter and pay & display bays in their zone and buffer zone CA-D/E (not CA-E/D buffer zone) free of charge throughout Saturday (this concession does not apply in 2 hour zones).

How do I apply?

First time applicants

First time applicants need to complete the form overleaf and return to Permit Administration along with necessary proofs by post, fax, email or in person to an environment local or the Town Hall cashiers. Payment can be made by post (cheque), by phone (debit or credit card), or in person. We'll issue your permit in 10 working days.

Renewals – with change of details

If your address or vehicle details have changed you can follow the steps above for first time applicants, or you can call us and update your permit over the phone, sending us the necessary proofs. Once payment has been made and necessary proofs received, your permit will automatically be updated. We'll post you an approval letter with a sticker to go on the reverse of your permit holder to remind you of your permits' expiry date.

Renewals – no change of details

If none of your details have changed the easiest way to renew your permit is online at camden.gov.uk/permits. Enter your username and password to login, and select the 'renew and top up permits' link. Tick the declaration box stating that your vehicle and address details remain the same. Payment can be made online (debit or credit card), by post (cheque), by phone (debit or credit card), or in person. If you've forgotten your login details you can contact us to obtain these. Once payment has been made your permit will automatically be updated. We'll post you an approval letter with a sticker to go on the reverse of your permit holder to remind you of your permits' expiry date.

Reminders

We aim to send a renewal reminder letter or email to you before your permit expires but please note it is your responsibility to renew your permit on time.

Fraud and abuse prevention

To help us prevent fraud and abuse of the new process, each month a sample of permit holders will be asked to provide proof of residence and vehicle details. Customers will be given 21 days in which to produce the documents.

Where do I display my permit?

You must display your residents' permit in your vehicle windscreen with the bar code showing at all times, failure to do so may result in a parking ticket being issued or your vehicle being removed.

Charges

Charges for residents' permits are based on either your vehicle's cylinder capacity (cc), CO₂ emissions (g/km) or vehicle category – depending on when it was registered. The different prices is part of a government initiative to encourage us to think about the way we get around and the impact our vehicles have on the environment.

Payments

Cheques must be made payable to 'London Borough of Camden (RP)'. Please write your address and vehicle registration number on the reverse of the cheque.

Refunds

If you move out of Camden, dispose of, or sell your vehicle you must return your permit to us. You can also request a refund by completing the refund request form (available online), or in person. Refunds will be calculated based on the number of full months remaining on your permit, less an administration fee. You must return your permit or a £10 fee will be deducted from your refund total.

Lost or stolen permits

We will replace stolen permits for free if you supply us with a crime reference number, otherwise a fee of **£10** will be charged.

Suspensions

Occasionally we need to suspend parking spaces. Although advance warning signs will normally be displayed giving resident permit holders 14 days notice of the suspension, this can not be guaranteed if an emergency arises.

If your vehicle is left in a suspended bay it could result in your vehicle being removed with relevant charges payable for its release. Residents who are away for extended periods should try and make arrangements for someone to check the parking bay in which their vehicles are parked. We also offer residents special 'holiday rates' to park in our Bloomsbury Square car park whilst away, (these rates apply to minimum 1 week stays).

You can also sign up to get email alerts of forthcoming suspensions in your street or CPZ. To sign up visit camden.gov.uk/parkingalerts.

Data protection

No personal information you have given us will be passed on for commercial purposes. Our policy is that information will only be shared among officers and other agencies where the legal framework allows it, and where it will help to improve the service you receive and to develop other services.

Warning

It is a criminal offence to make a false statement for the purpose of obtaining any permit, and upon summary conviction is subject to a fine of up to £2,500. It is a criminal offence to allow the misuse of the permit which the offender is liable (a) on conviction on indictment to imprisonment for a term not exceeding 2 years (b) on summary conviction is subject to a fine of up to £5,000.

All information and prices are correct at the time of print, and may be subject to change without prior notice.

Contact

Permit Administration team London Borough of Camden, 100 St Pancras Way, London, NW1 9NF

Phone: 020 7974 4646 **Fax:** 020 7974 4604

Email: permit.administration@camden.gov.uk

Website: camden.gov.uk/parkingpermits

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