

# Parking Regulation Scheme

Application form and guidance notes



**Visitor's Permit** - council housing estates



# Parking Regulation Scheme

## Visitor's Parking Permit - Guidance Notes

Please read these guidance notes carefully before you complete the application form

### 1 Your entitlement to a permit

On estates where the council operates a Parking Regulation Scheme, tenants and leaseholders are entitled to one visitor's parking permit per household.

The resident should give the permit to their visitor to display on their vehicle windscreen. The permit must be returned to the resident when the visitor leaves the estate.

### 2 Permit period

Permits will be valid from the date of issue until notified.

### 3 How to apply for a permit

Applications can only be made by a named council tenant, leaseholder or freeholder.

Please complete the visitors' permit application form and return to:

**For Central, Eastern or Southern area teams:**

Housing Department  
Wandsworth Council  
17-27 Garratt Lane  
London SW18 4AE

**For the Western area team:**

Western Area Team  
38 Holybourne Avenue  
Roehampton  
London SW15 4JE

Personal callers will be required to produce identification showing their name and address.

Postal applications must include proof of residency.

**NOTE: Tenants of leaseholders cannot apply for permits directly to the council and should contact their landlord.**

### CONDITIONS

1. Only one permit will be issued per household, to the Wandsworth Council tenant or leaseholder (\*see note for tenants of leaseholders).
2. Permits are transferable between visitors and must be returned to the resident at the end of each visit.
3. There will be a replacement charge for lost or damaged permits.
4. You can only apply for one replacement permit in any 12 month period. Where the council suspects that the permit is being misused, it reserves the right to refuse a replacement.
5. The council reserves the right, at any time, to withdraw a permit in the event of the person to whom it was issued ceasing to qualify or for misuse.
6. Permits displayed on untaxed vehicles are invalid and vehicles will be issued with a Penalty Enforcement Notice (PEN) which carries a financial penalty.
7. Your visitor's permit will only be valid on the estate where you live, does not guarantee the use or availability of any space and is not valid within a Controlled Parking Zone on the public highway.
8. Disabled bays on estates covered by PRS are enforced. Residents parking in a disabled bay need to display a valid tax disc for the vehicle being used and a valid blue badge. Failure to display both will result in a PEN being issued.

| For Official use only |  |
|-----------------------|--|
| Permit No.            |  |
| Date of issue         |  |

# Parking Regulation Scheme

## Visitors' Parking Permit - Application form

**Name of estate**

### Part 1 - Your details

Surname \_\_\_\_\_

Mr/Mrs/Miss/Ms/Other \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

email \_\_\_\_\_

Telephone (Day) \_\_\_\_\_

Telephone (Mobile) \_\_\_\_\_

### Part 2 - Documents

I am enclosing:  
(please tick the appropriate boxes)

This application form.

My proof of residency in the form of:  
(choose one of the following)

mortgage letter or tenancy agreement

payment card/rent statement

driving licence

pension or benefit book

recent gas, electricity or telephone bill

### Part 3 - Declaration

I confirm that:

The address shown in Part 1 is my usual place of residence or leasehold property and all the information I have given in this application is correct.

**I will immediately return the permit to the council in the event of any of the following circumstances:**

- I end my tenancy/lease on the estate for which the permit has been issued.
- the council withdraws the permit or it is not valid for any other reason.

The council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. From time to time the council may use such information for research purposes and to develop other services.

**The council reserves the right at any time to withdraw a permit from any person it suspects of having made a false statement for the purpose of obtaining a visitors' permit.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**(This declaration may only be signed by the person named in Part 1)**

If you have any questions about this form,  
please call your area team:

Central: (020) 8871 5333

Eastern: (020) 8871 7439

Southern: (020) 8871 7482

Western: (020) 8871 5530

If you need it in an alternative format  
(e.g. large print, braille, audio tape/CD)  
please call (020) 8871 6800

[www.wandsworth.gov.uk/housing](http://www.wandsworth.gov.uk/housing)

[housingapplications@wandsworth.gov.uk](mailto:housingapplications@wandsworth.gov.uk)