

# Terms and Conditions

## Parking Permit Application

1. Permits are only for vehicles with a maximum length of 6.5m, maximum height of 2.5m and a maximum weight of 5 tonnes.
2. The maximum number of permits that can be purchased per household is limited to the following; three resident permits; one Visitor Household permit; three Event Day permits (for eligible properties); two Event Day Visitor permits (for eligible properties); one Visitor permit for zones W,E and T ((for eligible properties). The maximum number of permits that can be purchased per business is limited to the following; three business permits (business or business livery permits); three Event Day business permits (for eligible businesses); three Business permits (LP zone); three Business Address permits (LP zone).
3. The permit must be displayed on the vehicle to which it relates, in such a way that the particulars on the permit are readily visible from the front near-side of the vehicle windscreen.
4. Permits are NOT transferable from one person to another. Vehicle specific permits are only valid for the vehicle shown on the permit. Visitor Household permits can only be used by bona fide visitors visiting the Visitor Household permit holder.
5. A permit does not give the holder the right to park outside their home or work place, nor does it guarantee the availability of a parking space.
6. The resident permit enables the holder to park in any resident or permit holder bay within the Zone shown on the permit. The visitor household permit allows parking in any resident or permit holder bay, only in the street / part of the street within the Zone shown on the permit.
7. The business permit enables the permit holder to park in a business bay or permit holder bay within the Zone identified on the permit.
8. A resident, visitor or business permit does not entitle a holder to park in: Pay & Display only bays; Loading bays; Doctor bays; Taxi ranks; Disabled bays; Motorcycle bays; Car club bays; Yellow line restrictions; a different zone within the borough from that shown on the permit; a Controlled Parking Zone operated by another borough (unless specific authorisation is given in writing by either Borough); Suspended bays (it is your responsibility to check that the bay is not suspended on a daily basis).
9. The driver should always check the signs and that the bay is not suspended before parking to ensure that the vehicle is parked legally and within the bay markings. On Wembley Stadium Event Days, additional event related restrictions come into force and will be signed on the streets. Failure to check the signage and park legally may result in the issue of a Penalty Charge Notice and removal of the vehicle.
10. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the permit was issued.
11. Business permits must be surrendered if the holder ceases to work for the business, the business ceases trading or relocates outside of the Zone, or the holder ceases to own or use the vehicle for which the permit was issued.
12. A new permit must be sought in the event of a change of vehicle. Any change of vehicle must be notified immediately to the Parking Service and the original permit must be surrendered.
13. The property to which the permit application relates MUST NOT be in a car free development. A "**Car Free Development**" is part of an agreement made under **Section 106 of the Town & Country Planning Act 1990**, or a development for which planning permission has been granted where the description refers to it being car free and therefore, occupants of the property are not entitled to parking permits issued by the council. Any permit issued must be surrendered or the Council will revoke the permit immediately if the property is a part of a car free development.
14. It is the responsibility of the permit holder to renew the permit on time. Renewal reminders (letters or emails) are sent as a courtesy and are not a legal requirement. The permit holder remains responsible, regardless of whether they have or have not received a renewal reminder.
15. A permit holder who surrenders their permit shall be entitled to a refund of up to a maximum of one third of the value of the permit only.

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16. As part of the Councils Policy to prevent fraud and misuse of permits, proof of address and proof of vehicle ownership can be requested at any time after the issue of a permit. Failure to co-operate may result in cancellation of the permit.
17. If a permit is lost, stolen, destroyed, defaced or mutilated, the permit holder must notify the Parking Service immediately and the permit will cease to be valid. A replacement permit will be issued for the unexpired period of the original permit and an administration fee of £15 will be charged. A police reference number is required for the replacement of Visitor Household Permit and Free Visitor Permit.

## "Alternatively Fuelled" Vehicles

18. Alternatively fuelled vehicles include a vehicle that is powered by an energy source separate or in addition to petroleum (petrol) or diesel. Examples can include hybrid vehicles (whereby a small petrol or diesel engine is accompanied by an electrical power source/motor, liquefied petroleum gas (LPG) and natural gas power sources. Brent Council does not offer a discount for any alternatively fuelled vehicles;
19. All factory-converted / purchased LPG conversions should have a dual Carbon Dioxide rating. When ascertaining the charge to be levied for a particular dual-fuel vehicle, the Council will always use the lowest Carbon Dioxide figure, affording the resident the cheaper resident parking permit. Where two readings appear, for example, on manufacturers (factory) conversions, the lower of the two emissions readings will be used to calculate the cost of the Residents parking permit. Brent Council will not consider aftermarket conversions to alternative fuel sources, nor other records displaying a Carbon Dioxide emission rating other than DVLA records in calculating the cost of a Residents resident parking permit.

## Visitor Parking

20. Resident's daily visitor parking permits are available for use only by genuine visitors to residents to whom the permits have been issued to within Brent Controlled Parking Zones.
21. A daily visitor parking permit is only valid if the vehicle registration number and date that parking is required is supplied to the Council. The permit is only valid for use in the Controlled Parking Zone shown on the permit.
22. Parking is only permitted on street in designated Resident Permit Holder bays and Shared Use (Resident/Permit Holders and Pay and Display) bays during controlled hours (as displayed on street signs, within the Zone specified on the permit).
23. A daily visitor parking permit does not allow parking in off street car parks, in designated on street Business bays, Disabled bays, Personalised Disabled Bays, Car Club Bays, Doctors bays, Loading Bays, Pay and Display only bays, Suspended Bays, Housing Estates or other private land, or on yellow lines.
24. The issue of a daily visitor parking permit does not guarantee the availability of a parking space. Nor does it render the Council subject to any liability in respect of loss or damage to the vehicle in a parking bay, or to the contents or fittings of any such
25. No refund will be given for any unused and /or expired daily visitor parking permit.
26. The use of parking bays may be suspended by police Officers, Civil Enforcement Officers or duly authorised Council Officers at any time without notice.
27. The user must ensure that the vehicle is parked within the confines of each designated parking bay.
28. This daily visitor parking permit is issued subject to the relevant Traffic Management Orders of the London Borough of Brent and may be subject to change in the future.
29. The Council will investigate and prosecute any cases of suspected fraud or misuse of the scheme. If we find evidence of fraud or misuse we will suspend the daily visitor parking permit facility, cancel credits already purchased, refuse to issue new visitor parking credit and/or issue a Penalty Charge Notice/remove the vehicle.
30. Daily visitor parking permits are NOT FOR RESALE, and are not transferable.

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## Data Protection Statement

Please be aware that Brent Council may use data collected in administering parking controls or schemes including data supplied in an application (or renewal) for a Parking Zone Permit for the purposes of traffic administration, investigating possible parking and traffic contraventions or other offences, and enforcement of parking and traffic contraventions or other offences. The data may also be used for these purposes by Brent Councils agents and may be disclosed to enforcement agencies or other London authorities for these purposes.

Once your information has been collected by the council, it may be used by other council departments, where necessary, to provide a complete service to you. It is for this reason that we link your information together, for example, to save you providing your information more than once.

This authority 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. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Brent Council will treat the data in accordance with the Data Protection Act. For further information, see Brent Councils privacy statement at [www.brent.gov.uk/privacy](http://www.brent.gov.uk/privacy).