

London Borough of Ealing - Parking Services
CAR PARK PERMIT – APPLICATION FORM



PLEASE COMPLETE IN BLOCK LETTERS AND MARK ANY APPLICABLE BOXES WITH A TICK

1. APPLICANT

TITLE: _____ FORENAME(S): _____
SURNAME: _____ COMPANY NAME: _____
ADDRESS: _____
POSTCODE: _____ CONTACT NUMBER: _____
EMAIL ADDRESS: _____

2. VEHICLE DETAILS

REGISTRATION NO: _____ MAKE: _____
MODEL: _____ COLOUR: _____

SPRINGBRIDGE ROAD CAR PARK PERMIT HOLDERS CAN ONLY PARK ON THE 3RD, 4TH, 5TH, 6TH AND 7TH FLOORS. PARKING ON THE 1ST AND 2ND FLOORS MAY RESULT IN THE ISSUE OF A PENALTY CHARGE NOTICE.

3. CAR PARK

SPRINGBRIDGE ROAD MSCP	<input type="checkbox"/>	FEATHERSTONE TERRACE	<input type="checkbox"/>	PERIVALE	<input type="checkbox"/>
GREENFORD BROADWAY	<input type="checkbox"/>	HERBERT ROAD MSCP	<input type="checkbox"/>	GEORGE STREET	<input type="checkbox"/>
SALISBURY STREET	<input type="checkbox"/>	SOUTHALL MARKET	<input type="checkbox"/>		

4. PAYMENT (see note 9 on reverse for charges)

NEW/RENEWAL I ENCLOSE PAYMENT OF £ _____
 CHANGE OF VEHICLE **PLEASE ENCLOSE THE FOLLOWING**
• EXISTING PERMIT
• PAYMENT OF £10

5. DECLARATION

I AGREE TO ABIDE BY THE PROVISIONS OF THE LONDON BOROUGH OF EALING (OFF STREET PARKING PLACES) (NO.1) ORDER 1998 (AS AMENDED). I DECLARE THAT I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS OF 'NOTES TO APPLICANTS' OVERLEAF.

SIGNATURE _____ DATE _____

A FALSE STATEMENT MAY RENDER AN APPLICANT LIABLE TO PROSECUTION

FOR OFFICE USE ONLY

DATE RCVD _____ DATE PROCESSED _____ EXPIRY DATE _____
RCVD & CHECKED BY _____ PROCESSED BY _____ FILED BY _____
RECEIPT NO _____ PERMIT CP _____

NOTES FOR APPLICANTS

1. The permit may only be used in the vehicle in which it has been assigned to as indicated on the application form. The applicant is the permit holder to whom the permit will be sent. Each permit allows an authorised vehicle to park in the appropriate car park at any time without incurring an extra charge.
2. The permit must be clearly displayed in the windscreen of the vehicle (unless the permit has been issued electronically). Failure to do so may result in the issue of a Penalty Charge Notice.
3. The permit remains the property of the Council and the permit holder must surrender it to the Council on being required to do so. **Civil Enforcement Officers or authorised Council officers can request your permit at any time for inspection.**
4. If a permit is lost, destroyed or spoilt there is a £15 administration fee to re-issue a duplicate permit.
5. If you need to change the registration number on the permit, a change of vehicle application must be submitted to the Council with a payment of £10. The old permit must also be returned with the application (unless issued electronically).
6. A permit will consist of a disc to be displayed in the windscreen of the vehicle.
7. Authorised vehicles cannot exceed 3.5 tonnes and 2 metres in height.
8. The vehicle must be parked within the markings of any of the spaces or bays available. There are no individually reserved parking places for permit holders.
9. The Charges for each pass, inclusive of VAT is:-

Car Park	Annual Permit	Quarterly Permit
Featherstone Terrace	£250.00	N/A
George Street	£250.00	N/A
Greenford Broadway	£250.00	N/A
Herbert Road MSCP	£500.00	£150.00
Perivale	£550.00	£175.00
Salisbury Street	£400.00	£110.00
Southall Market	£500.00	£150.00
Springbridge Road MSCP	£750.00	£215.00

Cheques and postal orders should be made payable to **EALING COUNCIL**. Post dated cheques and postage stamps cannot be accepted.

PAYMENT SHOULD BE ACCOMPANIED BY THE APPLICATION FORM

APPLICATION BY POST:

**Ealing Council
Parking Services
PO Box 46264
London
W5 2UN**

APPLICATION IN PERSON:

**Ealing Customer Services
Perceval House
14-16 Uxbridge Road
London
W5 2HL**

Opening Hours: Monday to Friday, 9am to 5pm

New and renewal permits can only be applied for by post. Change of vehicle permits can be applied for in person. Postal applications can take up to 10 working days to process from the date the application is received.

NOTES: The Council reserves the right to amend charges and procedures.

Subject to legal obligation the Council or its servants should not be liable for any loss or injury however caused to any person or to any vehicle or its load or content while in the parking place or on its entering or leaving the same; whether such entry or exit is under the control of the driver of the vehicle or the Council. The use of these car parks is subject to the London Borough of Ealing (Off Street Parking Places) Order 1998.

DATA PROTECTION

The Council of the London Borough of Ealing will use the data collected through the issuing and administration of this Permit for the purpose of enforcement of parking and traffic offences and traffic management administration. The data will be used by The Council of the London Borough of Ealing, its agents, and London local authorities and may be disclosed to other law enforcement agencies for those purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.