

## All Zone On- and Off-Street Parking Permit Important Information

### A. Eligibility

1. A separate Application is required for each vehicle. A maximum of 2 permits will be issued to each address.
2. Proof of ownership must be included in each application.

**Authorised Officers of the Council may check the statements made in the application against the Croydon Electoral / Council Tax Records and/or the Driver and Vehicle Licensing Agency.**

A Permit will only be issued to Applicants who own a passenger or goods vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage.

#### VEHICLE DETAILS

We shall require a photocopy of the 2<sup>ND</sup> page of your Vehicle Registration Document,

For vehicles that are long term lease, or company vehicles, the second page of the V5C is still required. If you do not have a copy of the V5C, please provide a screen shot of your vehicle emission data from the [online vehicle enquiry service](http://www.gov.uk), at [www.gov.uk](http://www.gov.uk), which is the only other format we accept.

**Failure to comply will result in delay in issuing the permit.**

### B. Completing the Application Form

1. Each question on the application form must be answered fully.
2. Enter the name of the actual applicant for the parking permit, and the registration number, make, and model, engine size and emission CO<sub>2</sub> of the vehicle.
3. The Parking Permit Section must be informed of any subsequent change of address.
4. A permit cannot be backdated, but will be dated to expire 6 or 12 months from its date of issue.
5. There is a non refundable administration fee of £30.00 for the issue of new permits (not applicable to permit renewals).

**The onus is on the applicant to ensure that the correct payment is made.**

Cheques/Postal Orders made payable to:

"The London Borough of Croydon", must accompany the completed application form. Cash should not be sent through the post.

### 6. Application forms should be returned by post to:

Parking Permit Section, Parking Services,  
PO Box 1462, Croydon, CR9 1WX

7. 14 days should be allowed for the issue of a permit via post. Applications for permits to be renewed must be received at least 14 days prior to the date of expiry of a current permit.

### Conditions of Use

1. Each permit must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front, near side of the vehicle. The vehicle is not covered until the permit is clearly displayed.
2. A permit is only valid for the specific vehicle named on the application form and on the permit.

3. A permit will enable the holder to park in any vacant permitted **on-street shared use** parking bay and Off-Street Parking Space, within the borough; and within any permitted parking space in the Council operated car parks detailed below, subject to any parking bay suspensions that may be made from time to time.

Lion Green Road, Coulsdon,  
Belgrave Road, South Norwood,  
New Addington, Swimming Pool,  
Clifford Road, South Norwood,  
Reedham Station, Purley,  
Central Parade, New Addington,  
Russell Hill Place, Purley,  
Factory Lane,  
Sanderstead Road,  
Spices Yard, Sth Croydon,  
Wandle Road  
Garnet Road, Thornton Heath,  
West Croydon, London Road,  
Granville Gardens, Norbury,  
Purley Multi Storey **level 3 & above**,  
Jubilee Bridge

4. **A permit will not enable a holder to park in parking spaces such as Pay & Display Only, Doctors Bays, Ambulance Bays, Motorcycle Bays, Disabled Bays, Taxi Ranks, Loading Bays or on Yellow Line Waiting Restrictions.**

5. A permit does not reserve to the holder the right to park outside his/her home or guarantee the availability of a parking space.
6. Permits are not transferable from one person to another or from one vehicle to another.
7. A new permit must be obtained in the event of a change of vehicle.  
  
Any change of vehicle must be notified immediately to the Parking Permit Section who will then advise the procedure for obtaining a replacement permit.
8. If a permit is lost, stolen or destroyed, the permit holder shall notify the Council immediately and the permit shall cease to be valid. An application form for the issue of a new permit will be sent on request. A new permit will be issued for the unexpired period of the original permit and an administration charge of £30.00 will be made.
9. **The onus to renew the permit on its expiry rests with the holder.**
10. Refunds for cancelled permits - Following the receipt of a refund request and the original permit, refunds will be calculated pro rata on the number of full days remaining until the expiry of the permit, less a £30.00 administration charge.
11. In certain circumstances the Council may limit the number of resident's or business user's permits issued within an area of the permit zone determined by the Council.
12. In cases where there are residential developments, which may include commercial premises, designed specifically for low car ownership households, due to the good transport links, the Council reserves the right to refuse applications for All Zone On-and Off-Street parking permits.
13. Refusal by the applicant's bank or Credit Card Company to honour a payment will immediately render the permit invalid and will result in the invalid permit details being relayed to Parking Enforcement. Any vehicle found to be using the invalid permit will be subject to robust enforcement action including the issue of a Penalty Charge Notice and Removal.

### D. Warning

A person shall be guilty of an offence who, with intent to deceive:

- a) Forges, or alters, or uses, or lends to or allows to be used by any other person, an All Zone On-and Off-Street parking permit;
- b) Makes or has in his/her possession any document so closely resembling any such All Zone On-and Off-Street parking permit as to be calculated to deceive;
- c) Knowingly makes a false statement for the purposes of obtaining an All Zone On-and Off-Street parking permit.

**The vehicle to which this application applies, should have a valid Vehicle Excise Duty disc, motor insurance and MOT certificate (if applicable).**

**The Council reserves the right to withhold or withdraw a permit.**