

PARKING PERMIT APPLICATION FORM TENANTS



PERSONAL INFORMATION

First Name: Last Name:

Address:

Home Phone No: Mobile No:

Name and age(s) of child(ren) living with you

Name Age

Name Age

Name Age

Name Age

Any member of
the household
registered
disabled Yes
 No

If the answer is yes, please provide a copy of their disability
registration documents or a letter from your general practitioner

YOUR VEHICLE

Registration No Make

Colour Model

You will need to provide the **original copies** of the relevant documentation, listed over the page, with your application, before a permit can be ordered. All documents must be valid at the time of the permit issue.

- Registration Document (Logbook)
- MOT Certificate (vehicles over 4 years old)
- Valid insurance certificate
- Registered Disabled Documentation (where applicable)

If the above documentation supplied is not related to a tenant recorded as living at the property address, it is highly likely that your application will be rejected.

Please mention any special circumstances which make it necessary for you to be issued with parking permits

(continue on a blank page if necessary.)

A fee of £60.00 is payable per annum in advance for all successful applications. **The permit will be issued for a 12 month period from April to March regardless of what time of year it is purchased.**

If you fail to comply with the terms and conditions relating to issue of your parking permit, the permit may be withdrawn, however, no refund will be made.

We are unable to issue parking permits to tenants with rent arrears unless you have an agreement with our Income Recovery Officer and continue to meet the terms of the agreement. Please ensure your rent account is up to date with one week/month advance payment depending on your frequency of payment. If you are in receipt of full housing benefit you will need to have a minimum of one week's advance payment.

On schemes where visitors parking has been agreed, you can apply directly to Shian HA for visitors permits.

Tenants Signature:

Dated:

OFFICE USE ONLY

Application Agreed Yes
 No

Reason if not agreed

Date Permit ordered:

Period of Issue: April - March

Date Permit Issued