

Residents Parking Zone Carers Permit Application Form

1. Please fill in all sections of the application form using BLOCK CAPITALS and sign it.
2. **There is a £10.00 fee applicable for all Carers Permits (as of November 2018).**
3. Applications will only be considered as complete once payment has been made and all required evidence provided. **Your application may be rejected and returned to you if it is considered incomplete.**
4. Completed applications can be sent via post to: Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. Alternatively applications can be scanned and emailed to us at supportgrouprequests@epsom-ewell.gov.uk
5. **Original documents are not required, all copies will be securely destroyed.**
6. A vehicle may not be parked in a permit area until the permit is displayed in the vehicle.
7. **Please allow 5 working days from receipt of a valid application for the issue of permits. If applying by post please allow at least 7 working days.**

Residents details

Title	
Forename(s)	
Surname/Family Name	
Full address	
Contact number(s)	
Email address	

Declaration

I hereby apply for the above permit and declare that:

- I am a resident in need of regular visits from carers or community care personnel.
- I am Housebound
- The permit will only be used for carers. (Please provide name of carer or organisation used)

YOU WILL NEED TO PROVIDE EVIDENCE OF THE ABOVE

I undertake to return the permit to Epsom & Ewell Borough Council if:

- I no longer qualify for a permit based on the above criteria.
- The Council withdraws the permit under the relevant article of the applicable Traffic Order.

I understand:

- The Council has a duty to protect the public funds it administers and may therefore use the information provided, or share the information with other agencies or organisations.

Signature

Signature	Date	
------------------	-------------	--

Offences

Permits obtained using false details, or where payment is not made or is dishonoured, will be revoked and the vehicle will be liable for penalty charges if parked where a permit is required. In addition, the Council may bring legal proceedings against anyone dishonestly obtaining, or attempting to obtain, a parking permit.

How to apply and pay

By phone: by calling 01372 732000 and using a debit/credit card.

By post: completed application forms should be returned by post, enclosing the relevant items of proof. **Original documents are not required All copies will be securely destroyed.**

By email: completed applications can be made by scanning and sending the application form and relevant items of proof to supportservicesmailbox@epsom-ewell.gov.uk
Cheques should be made payable to "Epsom & Ewell Borough Council".

Please do not send any cash by post.

Office use only

Proof of address Originals are not required copies will be destroyed
(Council Tax bill / Tenancy Agreement)

Medical Evidence provided/checked

Name of carer/organisation:

Checked applicable zone:

Payment of £10 received

Notes:

Please note that a vehicle may not be parked in a permit bay until the application has been processed and the permit is displayed in the vehicle.

Medical or Community Care Permit Guidance Notes (Please retain)

OVERVIEW

1. Epsom & Ewell Borough Council (EEBC) manages on-street zones and restrictions on behalf of Surrey County Council (SCC). Residents' Permits are administered in accordance with the rules in Traffic Regulation Orders made by SCC.
2. Each question on the application form should be completed and fully answered.
3. Permits are issued for a period of 12 months
4. To qualify for a permit, the Council must be satisfied that an applicant is a genuine medical or community care provider for the resident at the address given in the application form, which must be within a residents parking zone.

VEHICLES

5. In order to qualify for a permit the vehicle for which the permit is intended for must be one of the following:
 - a. A passenger vehicle designed or adapted to carry up to eight people, excluding the driver
 - b. A small goods vehicle – i.e. up to 3.5 tonnes Maximum Gross Weight
 - c. A motorcycle
 - d. A mechanically-propelled invalid carriage

PERMIT USAGE

6. The permit must be displayed on the vehicle to which it relates.
7. You are only entitled to park within the Zone displayed on your permit.
8. The vehicle must be parked within the clearly marked parking places or bays.
9. A permit does not give any concession to park on yellow line or other restrictions.
10. A permit does not guarantee that any parking space will be available.
11. If you change your vehicle, even for a short time, you must contact Customer Services to arrange a new permit or dispensation (see below).
12. Permits are only valid until the expiry date shown. Vehicles with out of date permits may be issued a penalty notice.

LOST PERMITS

13. If a permit is lost, destroyed, damaged or stolen, the permit holder must notify the Customer Services immediately, so that an application for a duplicate permit can be made.

CHANGE OF VEHICLE

14. A new permit must be obtained in the event of a change of vehicle. Please complete a new application form available from Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. The normal evidence of ownership will be required (although not the evidence of residence) and the new permit will have the same expiry date as the old one.