

Appendix B

Adults and Housing Services
Paul Najsarek
Corporate Director

Parking Scheme

Application Form – Barrier Gate Key

**Cowen Avenue/Northolt Road
London Borough of Harrow**

Parking Scheme– Guidance Notes

Please read these guidance notes carefully before you start to complete the application form.

1. Your entitlement to a parking space and gate key

You are entitled to request a space within the main car park at Cowen Avenue/Northolt Road if:-

(A) Your usual place of residence is on Housing's Cowen Avenue/Northolt Road estates

AND

(B) You own or keep and have sole use of a roadworthy vehicle displaying a valid Vehicle Excise Licence Disc on the windscreen.

This vehicle can be:-

- A vehicle not exceeding 1.5 tonnes used for private or domestic use, but excluding caravans, trailers and boats.
- A commercial vehicle not exceeding 1.5 tonnes used for private and domestic use.
- No spaces have been allocated for motorcycles, scooters, and mopeds.
- If you have borrowed or share a vehicle you will not be entitled to a space.

2. Space Allocation Period

Spaces allocated will be for a **12 month periods**.
This years space will be up to 30 November 2010.

3. How to apply for a space and gate key

You should take your completed application form to Harrow Housing Management at Civic 2.

Before submitting your application, please check that you have enclosed the following four items:-

- **The completed application form**
- **Proof of residence**
- **Proof of vehicle ownership**
- **Annual Payment of £52.00 per space.**

The Council reserves the right at any time to withdraw a space from any person it suspects of having made a false statement for the purpose of obtaining a parking space.

4. Proof of residence and vehicle ownership

You must include proof of residence and vehicle ownership with your application form. If you do not enclose all the relevant documents your application will be returned to you and this could result in a delay in the issue of your permit.

PHOTOCOPIES OF DOCUMENTS ARE NOT ACCEPTED.

(A) **Proof of Residence** – One of the following documents will be acceptable:-

- Mortgage letter or Tenancy Agreement. (Certificate of Acceptance)
- Rent book.
- Driving licence.
- Pension or benefit book.
- Recent gas, electricity or telephone bill.

THE DOCUMENTS MUST SHOW YOUR NAME AND THE ADDRESS AT, WHICH YOU ARE APPLYING FOR A PARKING SPACE.

(B) **Proof of Vehicle Ownership** – You must supply a **VALID INSURANCE CERTIFICATE** and one of the following documents:-

- Vehicle registration document.
- Hiring/leasing agreement.
- A letter from your employer if vehicle is a company car confirming that it is owned/leased by the company and that you are the sole keeper and user.

IF YOU ARE THE VEHICLE OWNER OR HIRER, THE REGISTRATION DOCUMENT OR HIRING AGREEMENT MUST SHOW YOUR NAME AND THE ADDRESS AT, WHICH YOU ARE APPLYING.

All original documents will be returned to you with your permit, but the Council is unable to accept responsibility for any documents sent through the post.

CONDITIONS

1. Specific Spaces are guaranteed.
2. Only one space can be issued per household unless there are exceptional circumstances.
3. The Council reserves the right at any time to withdraw a space in the event of the person to whom it was issued ceasing to qualify.
4. There will be a replacement charge for lost or damaged keys. The keys must be return to Harrow Council upon request
5. From time to time random checks will be made to check the validity of vehicles parked within the car park
6. Untaxed vehicles will be reported to the DVLA.

Harrow Council
Housing Division

Date of issue

Parking Scheme. Gate key – Application form

Name of Estate **Cowen Avenue/Northolt Road**

Part 1 – Your particulars

Surname

Mr/Mrs/Miss/Ms/Other

Forenames in full

Address

Post Code

Telephone No: (Home)

Telephone No: (Business)

Part 2 – Particulars of your vehicle

Registration No:

Make and type:

Colour:

Is the vehicle kept and used by you? Yes / No

Are you the registered owner? Yes / No

If no, who is the registered owner?

Name and address

Does the weight of your vehicle exceed 1.5 tonnes? Yes / No

Before submitting your application, please check that you have enclosed the following four items:-

- The completed application form
- Proof of residence
- Proof of vehicle ownership
- Payment of £52.00

Part 3 – Enclosures

(Please note that if you do not enclose all the correct documentation your application cannot be processed)

I am enclosing with the application
(please tick the appropriate boxes)

My proof of residence in the form of:

**My proof of vehicle ownership, in the form of:
(choose from one of the following)**

- the vehicle registration document and insurance certificate.
- The hiring/leasing agreement and insurance certificate.
- A letter from my employer and insurance certificate.

Part 4 – Declaration

The address shown in Part 1 is my usual place of residence, and all the information I have given in this application is correct.

I shall immediately surrender the gate key to the Council in the event of any of the following circumstances occurring:-

- I cease to reside on the estate
- I no longer own a vehicle.
- The Council withdraws the permit or it ceases to be valid for any other reason.

Signature:

Date:

(This declaration may only be signed by the person named in Part 1).

PLEASE NOTE:

This Application is for a space within the car park at Cowen Avenue/Northolt Road and is not valid within a Controlled Parking Zone on the Public Highway.