

School Drop Off & Pick Up Permit Application Form

Please read the attached guidance notes before completing this form. Please write clearly using BLOCK CAPITALS

1. PERMIT DURATION AND START DATE REQUIRED (Please note the permit will expire on 31st July)

I require a school year permit at a cost of £36 I require dual permits at a cost of £62

The start date is fixed as the permit is only valid for the school year. I would like my permit to start from: 01/08/

2. SCHOOL AND CAR PARK DETAILS

CP5 – Craven Gardens <input type="checkbox"/>	CP6 – Derby Road <input type="checkbox"/>	CP9/10 South Woodford <input type="checkbox"/>
CP11 – Goodmayes Road <input type="checkbox"/>	CP12 – Grove Park <input type="checkbox"/>	CP13 – Seven Kings <input type="checkbox"/>
CP14 – High Road S.Woodford <input type="checkbox"/>	CP18 – Sir James Hawkey Hall <input type="checkbox"/>	

Name of School _____

3. PERSONAL DETAILS

Title (Mr, Mrs, Miss, Ms, other title): _____ Surname: _____

First names (in full): _____

Address: _____

Post Code: _____

Telephone no: _____

4. VEHICLE DETAILS

Primary Vehicle Registration no: _____

Secondary Vehicle Registration no: _____ (Applicable for Dual Permit ONLY)

5. PAYMENT (please do not send cash)

By Cheque or Postal Order
I enclose a cheque or postal order payable to 'London Borough of Redbridge' for £_____ (please write the vehicle registration number and your name and address on the back of the cheque)

6. APPLICANT DECLARATION

I hereby certify that:

- I have read and accept the conditions of use
- The address shown in part 3 is my usual place residence.
- I will only use the permit for the purposes of picking up or dropping off in the car park named on the permit

I will immediately surrender the permit to the council in the event of any of the following circumstances occurring:

- I no longer need to pick up or drop off to the school named in section 2
- I have sold/disposed of the vehicle shown on the permit
- The council withdraws the permit and/or it ceases to be valid for any other reason

Signed: _____ Date: _____

THIS SECTION FOR USE BY PERMIT STAFF ONLY REC'D DATE STAMP

New reference number	Primary ZP/ST <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
	Dual ZP/ST <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Notes:		

School Drop Off & Pick Up Parking Permit Guidance Notes

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

COMPLETING THE PERMIT APPLICATION FORM

- Please write clearly in BLOCK CAPITAL LETTERS.
- Please be advised that if your application form is incorrectly or partially completed your application will be returned to you and the issue of your permit may be delayed.

APPLICATION

- To apply for a School Drop Off and Pick Up Permit you will need to provide your name, address, vehicle, School details and the required start date.

START DATE

- All School Pick Up Permits will expire on the 31st July of the applicable year. If you do not enter a year of start in section 1 your permit will start immediately. If you are applying early for the next school year this may mean you are sent a permit that expires on the 31st of the current year. Unless you have clearly stated in section one that you were applying for the next year you will not be entitled to a refund.

DUAL PERMITS

- If you are purchasing two permits for the same school and registering under the same applicant/address you may purchase a dual permit which provide a permit for each of the two vehicles at a reduced cost.

PAYMENT

- Please enclose PAYMENT for your permit when you submit your application form. When paying by cheque or postal order please write your vehicle registration number, name and address on the back and make it payable to 'London Borough of Redbridge'.

SUBMITTING YOUR PERMIT APPLICATION

- Please return the completed form and payment to the address on the bottom of this page.

WHERE AND WHEN CAN I PARK WITH A PERMIT?

- Permit is valid between 8:00am – 9:30am and 2:30pm – 4:15pm only during school term time only.
- A School Drop Off and Pick Up Permit entitles the holder to park in a designated car park. A failure to display the correct permit for your car park could result in a penalty charge notice being issued.
- Vehicles must park entirely within the bay markings.
- Buying a parking permit will not guarantee that a parking space will be available and does not render the council subject to any liability in respect of loss or damage to any vehicle in a parking place or the contents or fittings of any such vehicle.

WHERE DO I PUT MY PERMIT?

- Please place your permit on the passenger side of your vehicle in the FRONT WINDSCREEN. You are responsible for making sure that your permit can be seen clearly at all times.
- A failure to display the relevant permit correctly could result in a penalty charge notice being issued.

RENEWING YOUR CURRENT PERMIT

- You are responsible for purchasing a new permit when the current one expires – you will not be sent a reminder prior to the expiry date. Application forms are available to download from www.redbridge.gov.uk.

CHANGE OF VEHICLE:

- If you have changed your vehicle you must not alter your existing permit. Any alterations made to a permit will make it invalid. Instead you must return your original permit, together with new vehicle details. A replacement permit will be issued which will show the same expiry date as your previous permit. You are required to pay an administration charge of £24.75 for this service.

LOST OR STOLEN PERMITS

- If your permit has been lost then a new application will have to be made at the full permit rate.
- If your permit has been stolen, a replacement can be ordered, you will need to complete a 'Changes, Replacements and Refunds' form and supply the required documentation, the replacement permit will show the same expiry date as your previous permit. You are required to pay an administration charge of £24.75 for this service.

REFUNDS

- The permit remains the property of the London Borough of Redbridge. It is issued subject to the relevant traffic management orders of the London Borough of Redbridge, which may be varied.
- Permits cannot be transferred between individuals. If a permit is no longer required, it should be returned to the Parking Management Office whereby if requested a refund will be issued for each full calendar month left on the permit. The administration fee of £24.75 will be deducted and a cheque will be issued to you for the remaining balance. If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

ENFORCEMENT OF REGULATIONS

- The Council is responsible for enforcing parking bays and car parks. Civil Enforcement Officers regularly patrol the car parks to ensure adequate enforcement and any driver of an unauthorised parked vehicle will be liable to be issued with a Penalty Charge Notice.

NATIONAL FRAUD INITIATIVE

- The London Borough of Redbridge is required under Section 60 of the Audit Commission Act 1998 to participate in the National Fraud Initiative (NFI) data matching exercise.
- We advise applicants that the data held by the London Borough of Redbridge in respect of your application will be provided to the Audit Commission for the NFI and will be used for cross-system and cross-authority comparison for the prevention and detection of fraud.

REPORTING PERMIT FRAUD

- We try to make sure that only eligible people hold a permit and every effort is made to detect fraudulent applications and permit use. If you think that someone is using a permit they are not entitled to, please report it to the Parking Team.

DATA PROTECTION STATEMENT

- The London Borough of Redbridge uses your personal data for the administration and sale of parking permits. We collect your name, address and vehicle registration, as well as proof of vehicle ownership and residency. This information is provided consensually by anyone wishing to purchase a permit, it is not mandated by legislation. The information is needed to verify you live within a permit parking zone and provide you with a permit to park in the area. We share information with internal departments such as those responsible for disabled parking badges and bays and the Council Tax Department for the purpose of the prevention and detection of fraud. Your information will be retained for 3 years after the life of the permit, after which time it will be destroyed. If you are concerned about how the council is using your data, please contact our Data Protection Officer via data.protection@redbridge.gov.uk or on 0208 708 3890. More information about your rights is available on our website (www.redbridge.gov.uk), or via the Information Commissioner (www.ico.org.uk).