

a guide to **PARKING PERMITS**





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Residents' permits

www.lbhf.gov.uk/residentspermits

Renewing your residents' parking permit is easiest online. Most people renew online. For more on this see page five.

If you're a new resident or you're **not** renewing online, you'll need to prove your car ownership, your residential address in the borough and your eligibility to drive. There's more on this on our website at www.lbhf.gov.uk/parkingpermitdocuments.

How many residents' permits can you apply for?

As long as you're a driver who has a vehicle registered in your name at your address, you can apply for a permit. Each resident can apply for one parking permit and there's no limit on the number of residents who can apply in any one household. If you have a second vehicle registered in your name, you can apply for a second permit but this will be at a higher rate.

How long will my permit be valid?

You can buy a permit for either six or twelve months. Your permit will be valid from the first day of the month in which you buy it and you will need to renew your permit before the expiry date. We'll send you a reminder one month before the expiry date. There's more on this on page five.

I'm a new resident, what happens if I cannot supply the required proofs immediately?

Don't worry! We'll issue you with a one-month temporary permit to give you time to get your paperwork together. We'll ask you for a non-refundable deposit of the value of a twelve-month permit. We do this to help prevent misuse.

Can I get a discount if I drive a fuel-efficient vehicle?

Yes. Residents who own a vehicle registered at an address in the borough, that has been registered with the DVLA on or after 1 March 2001 and produces less than or equal to 100g/km of CO₂ will be entitled to a 50% 'green vehicle' discount on their annual residents' parking permit.

Who CANNOT apply for a residents permit?

1. Residents who live in a permit-free housing development – see page seven.
2. Residents who have three or more unpaid penalty charge notices, in their name or for the vehicle in the application, that are beyond the appeal stage.
3. Residents who own a property in Hammersmith & Fulham but spend the majority of their time at a different address.
4. Residents who have a valid permit for their vehicle in any other local authority.

5. Residents whose property is not within a controlled parking zone e.g. the Imperial Wharf development
6. Residents whose vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA) within six months of arriving in the UK
7. Anyone whose permanent address is not in Hammersmith & Fulham e.g. visitors, tradesman, property developers or domestic staff such as a nanny.
8. Drivers of vehicles that are designed for more than twelve passengers (not counting the driver) and drivers of vehicles that exceed 2.28m in height.

Business permits

www.lbhf.gov.uk/businesspermits

If you're a new business owner or you're renewing an existing business permit, you'll need to provide proof of your business status.

How many business permits can you apply for?

Each business can apply for up to two parking permits. These permits are intended to help businesses with the essential running of their business and are not to be used for cheap parking for employees. The essential running of your business includes visiting clients or delivering goods.

How long will my permit be valid?

You can buy a permit for either six or twelve months. Your permit will be valid from the first day of the month in which you buy it and you'll need to renew your permit before the expiry date. We'll send you a reminder one month before the expiry date. Please see page five for more on this.

Who CANNOT apply for a business permit?

1. Drivers of vehicles that are designed for more than twelve passengers (not counting the driver) and drivers of vehicles that exceed 2.28m in height
2. Drivers who have three or more unpaid penalty charge notices, in their name or for the vehicle in the application, that are beyond the appeal stage.
3. Companies whose property is not within a controlled parking zone e.g. the Imperial Wharf development
4. Drivers whose vehicle is not registered with the Driver and Vehicle Licensing Agency (DVLA) within six months of arriving in the UK
5. Companies that don't need a vehicle for the essential running of their business i.e. business permits are not available for use by employees to commute into the borough.

Visitor permits

www.lbhf.gov.uk/smartvisitorpermit

Visitor permits are available across the borough. For further information, an application form and how to apply, please visit www.lbhf.gov.uk/smartvisitorpermit.

Renewing your permit

Online

If you're an existing resident-permit holder and you are up-to-date with your council tax, you may be eligible to renew your permit online. If you are eligible, we'll send you a renewal reminder with online renewal instructions.

The online renewal process doesn't require the applicant to supply vehicle, residency and driver documents. So, as a safeguard, we check a random sample of applications, so you may subsequently be asked to provide full documentary evidence for your permit and we'll write to you making it clear what you need to do. If, after six weeks, we don't hear from you, your permit will be invalid.

By mail or in person

If you're a business permit holder or have not been invited to renew your permit online, you'll need to apply for your permit renewal by completing the relevant new permit application form and supplying all documentary evidence.

Making changes to your permit

www.lbhf.gov.uk/parkingpermits

Changing your address

If you change your address within Hammersmith & Fulham, you'll need to complete and return a replacement permit application form along with a copy of the proof of residency requested on the form. If you are moving to a different zone, you'll also need to return your permit so that we can issue you with a new one for the correct zone.

Changing your vehicle

If you've changed your vehicle, you'll need to complete and return a replacement permit application form along with a copy of your vehicle registration document registered to your current address or a copy of the new-keeper supplement form. You will also need to return your old permit before we can issue a new one.

Replacing a permit that has been lost, stolen or destroyed

If you've lost your permit or it has been stolen or destroyed, we'll only be able to issue you with a duplicate of your existing permit i.e. you won't be able to change your address or vehicle registration number unless you can return your old permit or prove that the vehicle has been destroyed. To apply for a duplicate permit, please complete and return a replacement permit application form.

Returning a permit for a refund

If you're moving out of the borough or no longer need your permit, you can return it to us along with a permit refund form and we'll send you a cheque for the remaining value of the permit. The refund rate is calculated based on the number of full months remaining on the permit on a pro rata basis. So if you have six full months remaining on your one-year permit, we'll send you 50% of the original cost.

Other frequently asked questions

Where am I NOT allowed to park with my permit?

With a permit you can park in any parking bay in your controlled parking zone except bays that are marked for:

- Blue Badge holders
- Personalised disabled permit holders
- Motorcycles
- Taxis
- One-hour pay and display only
- Diplomats
- Doctors
- Traders
- Goods vehicle loading only.

Your parking permits do not allow you to park in housing estates or on private roads.

Can I park with a trailer attached to my vehicle?

No. Vehicles which are displaying a parking permit may not attach a trailer to the vehicle. Attaching a trailer to the vehicle makes the permit invalid and you may be issued with a penalty charge notice.

Do I need a permit to park my motorcycle?

No. You can park your motorcycle in any shared-use parking bay without charge or time limit.

What is a permit-free housing development?

New housing developments of all sizes are often subject to 'permit free' conditions within their planning approval. This means that new properties that are built within the borough may not be eligible for an on-street parking permit.

Where developers are unable to provide off-street parking for new housing

We sometimes prevent new developments from increasing the demand for parking in the borough - and therefore protect our current residents from increased parking stresses - by insisting on permit-free agreements at the planning application stage.

Once a development has been approved with a permit-free condition, this cannot be changed. It is the developer and/or your landlord's responsibility to ensure that you are aware of this condition when you buy or rent a property.

I have been refused a parking permit, can I appeal against the decision?

If we've rejected your application for a permit, you can appeal in writing. We don't accept appeals from residents or businesses that are from outside the borough or from those who have been refused a permit in relation to a permit-free agreement.

Is my disabled parking badge (Blue Badge) valid in controlled parking zones?

Yes. You can park with a valid Blue Badge in any shared-use parking bay in this borough free of charge and without time limit. You can also park for up to three hours on any single or double yellow line provided that there is no loading restriction in place and you do not cause an obstruction. When you park on a yellow line you must display your clock with your Blue Badge. Residents with severe disabilities have been provided with personalised disabled bays, which are specifically for use by these residents. General Blue Badge holders are not permitted to park in these bays.

Why is the cost of a second residents parking permit higher?

To reduce the demand for parking in our busy borough, we can either limit the number of parking permits available or increase their price to discourage the use of cars. A majority of the residents and businesses asked in a consultation were against limiting the number of permits available per household. So we've set the price of a second resident permit at a higher price instead. Remember, each adult member of the household can get a permit for a car at the first permit price.

Can I have a permit if my vehicle is not registered in the UK?

The Driver and Vehicle Licensing Agency (DVLA) require all foreign-registered vehicles to be registered in the UK within the first six months. This ensures that vehicle owners are held accountable for their actions.

In support of this requirement, all drivers of foreign-registered vehicles are only eligible for a six month permit. Permits will not be renewed unless the car is registered with the DVLA.

Why have I been refused a permit just because I have not paid my penalty charge notices?

Permits are not issued to applicants who have three or more unpaid parking fines that are beyond the stage of appeal. This also applies to applicants who want to renew their existing permit. You can apply once you've paid the fines.

Why can't I have a permit for my high sided vehicle?

We don't issue permits for vehicles measuring over 2.28m in height. This policy was established twenty five years ago and is in-line with all other inner London boroughs. It was introduced after the Traffic Authority for Greater London received many complaints about parked high vehicles blocking light in homes, especially on frontages with windows close to the road.

I live on a housing estate, can I apply for a permit?

We issue resident permits for specific estates. All other estates have their own parking schemes, i.e. on-street parking permits can only be used to park on the public highway and housing estate permits can only be used to park within the relevant estate. If you live on an estate, you may be eligible for both types of permit. For further details please visit our website at www.lbhf.gov.uk/estatepermits.

Contacts

Obtaining an application form

All the application forms mentioned in this leaflet are available to print at www.lbhf.gov.uk/parkingpermits.

All other general permit enquiries

If you have any queries regarding any of the information within this leaflet then please visit us at Hammersmith Town Hall, or contact us by telephone or in writing at the details below:

H&F DIRECT

Pay and Park

PO Box 60820

London W6 9UZ

Tel: 020 8753 6681

Email: parkingpermits@lbhf.gov.uk