

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

I require a school year permit at a cost of £35 (Please note the permit will expire on 31st July)

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

Vehicle Registration no: _____

5. PAYMENT

(please do not send cash)

By Cheque

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

By Credit/Debit Card

Card Type: Maestro Mastercard Visa

Card Number: / / / Card Issue No (Switch only):

Start date: / Expiry date: / Security No: (the 3 digit number on the reverse of the card)

Name on card: _____ Please debit my account with £_____

Cardholders signature: _____

Cardholders address: _____

Postcode: _____

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: _____

7. CHECKLIST – THIS SECTION MUST BE COMPLETED

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 permits may be delayed. Please make sure you satisfy the following criteria before returning your form (please tick):

- I have completed, signed and dated the application form
- I enclose payment (either a cheque or I have supplied my credit/debit card details). **Please do not send cash.**

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, remember to TICK ALL THE RELEVANT BOXES.
- 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 and School details.

PAYMENT

- Please enclose PAYMENT for your permit when you submit your application form. If you are paying by cheque please write your vehicle registration number, name and address on the back and make it payable to 'London Borough of Redbridge'. **Please do not send cash.**

SUBMITTING YOUR PERMIT APPLICATION

- **BY POST** - Please return the completed form and payment to Parking Management (Permits), Lynton House, 255-259 High Road, Ilford, Essex, IG1 1NY.
- **IN PERSON** - Please bring your completed form, and payment to the One Stop Shop, Lynton House, 255 - 259 High Road, Ilford, Essex, IG1 1NN. Your application will be passed onto the Parking Team who will issue your permit to you by post.

PERMIT CHARGES

- All School Pick Up Permits will expire on the 31st July of the applicable year
- Permits are only available for a duration of a full school year, the charges for these are as follows;

Duration	Cost
Whole School Year	£35.00

WHERE CAN I PARK WITH A PERMIT?

- 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. Alternatively,

please call the Parking Team on 020 8708 3636 and a form will be sent to you.

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 £10.00 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, as long as we are supplied with a valid crime reference number and details of the issuing police station. The replacement permit will show the same expiry date as your previous permit. You are required to pay an administration charge of £10.00 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.
- If a permit is no longer required, it should be returned to the Parking Management Office whereby a refund will be issued for each full month left on the permit. 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.

CONTACTING THE PARKING TEAM

- If you have any questions or need help filling in your application form, contact us by telephone on 020 8708 3636 or e-mail highways.parkingmanagement@redbridge.gov.uk.