

## Essential Permits – Enfield Council terms and conditions

### **1. Permit information**

#### **Definition of an Essential Permit**

Essential permits are 'all zone' permits which allow staff to park in a resident bay in any Controlled Parking Zone (CPZ) to assist them carrying out their duties. A person who does not regularly visit premises in the CPZ's does not qualify irrespective of his/her position in their business.

This permit does not allow the permit holder to park in the vicinity of his/her regular workplace.

The permit must be displayed when parking in a parking place during the restricted hours. The display of the permit must be to the front or near side of the vehicle. A white wipe off card should also be displayed noting the full post code or building name of the resident being visited or road being investigated.

### **2. Who can apply and what needs to be provided**

- Applicants are those from internal and external services who are required to visit a street or property within a CPZ and need to park close by. This would include NHS staff, those involved in building/road maintenance, whether it applies to private or public sector housing/buildings, regulatory services and those involved in the delivery of essential services including professional carers supporting people living at home.

Applicant's vehicles must not exceed 2.28 metres in height and should not carry more than twelve passengers (exclusive of the driver) and not draw a trailer.

Applications should be made by the approved heads of service/director and then an administrator should be designated to set up and administer the permits on each team's behalf. No permit will be issued if the Parking team at Enfield Council are not satisfied.

### **3. Prevention of fraud**

To ensure the integrity of the permit scheme, Enfield Council may undertake checks from time to time.

Your information may be shared with third parties such as NSL for the purpose of processing a permit and the prevention of fraud. If you would like more information about how we use your data, please read our Privacy Policy - <https://new.enfield.gov.uk/privacy-notice/> which also contains how to control your personal data and your rights.

#### **4. How long are permits valid for?**

Permits are valid for a period of twelve months.

##### **Renewals**

It is your responsibility to renew the permit on its expiry.

If you wish to renew your permit, please apply at least 21 days before the current permit expires.

**Please note that the Local Authority will not be held responsible for a permit which has expired and a reminder has not been sent or received.**

#### **5. Where can I use my permit?**

Valid Essential Parking Permits can be used to park in any available space in a residents parking place only in all CPZs during the restricted hours.

Please be advised that the permit is only to be used when the driver is involved in building/road maintenance in the same street or when visiting a client at their residential address. The white wipe off card and Essential permit must be displayed on all occasions to show where the driver is visiting (max stay of 3 hours is only permitted).

**The permit does not allow the permit holder to park in the vicinity of his/her regular workplace.**

Essential permits are not valid on yellow lines, pay & display bays, car parks and in any other bays designated for a specific reason i.e. doctors/business/disabled/suspended.

A permit does not grant the right to park outside a house or guarantee the availability of a parking space.

The Council may suspend parking facilities for various reasons. The actual suspension will normally be initiated before on the preceding day to take effect at the start of the restricted hours on the following day. Wherever possible longer notice will be given.

#### **6. Important information**

##### **Please note:**

1. It is a criminal offence if, with intent to deceive, you knowingly make a false statement or mishandle or forge documents to get a parking permit for yourself or others. The council may prosecute under the Theft Acts or other relevant criminal legislation.
2. The council reserves the right to withhold or withdraw a permit.
3. Permits are not permitted to be sold or transferred to other parties.
4. If an application has been made fraudulently, the permit will be revoked immediately and the associated vehicle will become subject to enforcement.
5. A permit does not guarantee a parking space.
6. The responsibility for renewals rests with the permit holder.
7. Any vehicle that is not displaying a valid permit may be issued a Penalty Charge Notice.

Detailed information relating to the position/location of parking places and other related matters can be obtained from the London Borough of Enfield, Regeneration and Environment team or visit us online at <https://new.enfield.gov.uk/services/parking/parking/controlled-parking-zones/>