

Estate Permits – Enfield Council terms and conditions

1. Permit information

Definition of an Estate parking permit

An Estate permit allows the permit holder to park in permit bays during the prescribed period for their specified Estate only.

Current Estate permit zones

- Agricola Place Parking Zone
- Baker Street/Lancaster Road Parking Zone
- Beaconsfield Road (Chiltern House) Parking Zone
- Bolton Road (Dover & Calais) Parking Zone
- Hertford Road N9 Parking Zone
- High Street/Derby Road Parking Zone

The Estate permit must be displayed when parking in the correct Estate parking place during the 24 hour restricted parking. The display of the permit must be to the front or near side of the vehicle.

2. Who can apply and what needs to be provided?

Permits may only be issued to vehicles that are registered at the residential Estate address of the applicant. It will be necessary to produce proof of residence, for example, bank statement, or a recent utilities bill (gas, electric) dated within the last 3 months but not a mobile phone bill.

A maximum of 1 permit may be issued per household.

Who qualifies

Estate parking permits can be issued to applicants who permanently reside at an address in the permit parking zone. Proof of residence and proof of ownership of vehicle must be supplied. The vehicle 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.

Not yet moved in?

If you have not yet moved to the address in your application, please provide a letter from your solicitor confirming completion date or tenancy agreement.

3. Your vehicle details and what you need to provide

Please provide one of the following:

Your vehicle: a copy of the vehicle registration document (V5C).

Company vehicle: (if registered to the company) a letter of authority on letter headed paper signed by an executive or director confirming the vehicle details and that you have exclusive use of the vehicle.

Leased vehicle: a copy of the agreement from a reputable organisation. Your name and address must match those of the hirer as shown on the agreement. If you change or renew the lease, please inform us immediately and provide a copy of the new agreement.

Bill of sale: if you have purchased a vehicle and are not yet the registered keeper, we will accept a bill of sale from a recognised dealership and allow 1 month after change of vehicle for you to provide a copy of the V5C. **This only applies to existing permit holders only.** New applicants will have to wait to provide V5C or be advised to seek alternative parking or purchase a visitors parking voucher.

A permit is valid only for the specific vehicle registration given in the application. Failure to insert the correct vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

We will reject your application if the name and address on the vehicle registration document (V5C) does not match the proof of estate residence or name given in the application.

4. Prevention of fraud

To ensure the integrity of the permit scheme, Enfield council may undertake sample checks to verify applicant's details, including requesting copy documents where appropriate. 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.

5. How long can I have my permit for?

Permits are available 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.

6. Where can I use my permit?

Valid Estate Permit holders may park their vehicles in any available space in a permit parking place in the estate parking zone indicated on the permit during the restricted hours.

Estate permits are not valid on yellow lines, pay & display bays, car parks and in any other resident/business bay outside the specified estate zone.

An Estate permit does not grant you the right to park outside the specified estate or guarantee the availability of a parking space. The suspension notice will usually be erected the day before the suspension is due to commence. Whenever possible longer notice will be given.

The council may suspend parking facilities for various reasons.

7. Changes to any details and refunds

A change of address should be notified in writing to the parking contractor as soon as possible.

A new permit will be issued when a vehicle is changed either temporarily or permanently, **as long as the existing permit is returned**. Applications for change must be made in writing, enclosing proof of new/temporary ownership of the vehicle. There is a charge of £20 for replacement permits, for permits which have been lost, stolen or defaced.

If a permit has been stolen and a police crime reference number or confirmation from insurers is received then the permit will be reissued free of charge.

Permits cease to be valid when:

The holder ceases to reside within the appropriate Estate parking zone or the holder ceases to be keeper/owner of the vehicle specified.

Change of address or vehicle, including temporary or courtesy vehicles

You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued for.

If you change your vehicle, you will need to amend your details immediately.

If you do not yet have the vehicle registration document (V5C), we can arrange temporary cover for your vehicle if you provide a copy of the bill of sale immediately and the V5C within one month.

Refunds

If you wish to cancel your permit, a refund can be made upon surrender of the physical permit to NSL Services at the Parking Shop.

8. Important information

Please note:

1. It is a criminal offence if, with intent to deceive, knowingly make a false statement or mishandle or forge documents to get an estate parking permit for yourself or others. The council may prosecute under the Theft Acts or other relevant criminal legislation.
2. Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued.
3. Any vehicle that is not displaying a valid permit may be issued a Penalty Charge Notice.
4. The council reserves the right to withhold or withdraw a permit.
5. Estate residents are not permitted to sell or transfer a permit to other parties.
6. If an application has been made fraudulently, the Permit will be revoked immediately and the associated vehicle will become subject to enforcement.
7. Permits will not be issued to vehicles with outstanding unchallenged Penalty Charge Notices.
8. A permit does not guarantee a parking space.
9. The responsibility for renewals rests with the permit holder.

Detailed information relating to the position/location of Estate 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/>