

Terms and Conditions

Voucher Parking Permit

1. All Voucher parking bays are in the Romford parking zones. A list of the locations can be viewed by clicking the link below:

[View Controlled Parking Zones](#)

2. Charges

New application	£515.00
Renewal of current permit	£515.00
Change of Vehicle or Address (Admin charge)	£25.50
Replacement of lost, stolen or damaged permit (Admin charge)	£25.50

3. Voucher parking permits last for one year.
4. Any motorist can apply for a Voucher parking permit irrespective of whether they live or work within the London Borough of Havering.
5. It is an offence to give false or misleading information. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and the permit will be withdrawn.
6. Havering Council has a duty to protect public funds and may use information the applicant provides to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public funds.
7. Havering Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 01708 432617. All calls are treated in the strictest confidence.
8. The vehicle against which a Voucher parking permit is applied for must be registered to the applicants address except where the vehicle is on long term hire/lease or belongs to the applicant's employer.
9. The vehicle against which a resident parking permit is applied for must not carry more than 12 passengers exclusive of the driver or exceed 2.3 metres in height.
10. The applicant will support their Voucher parking permit application by providing the documentation outlined in the Voucher parking permit application form and will produce such evidence if requested to do so by a Council Officer when renewing a permit.
11. A Voucher parking permit is only valid for use in designated Voucher bays/spaces within the parking zone displayed on the permit. The vehicle must be parked completely within the bay/space otherwise a Penalty Charge Notice may be issued.

12. If an appropriate permit bay/space is unavailable, a Voucher parking permit does not entitle a driver to park in Pay & Display spaces, car parks or where other parking restrictions are in force.
13. The Council is not able to allocate specific parking places to individual motorists and the issue of a permit does not guarantee that a space will always be available.
14. It should be noted that an offence of obstruction may be caused if a vehicle is parked so as to block a properly constructed vehicle crossing over the footway. The Council has the powers to withdraw a permit from a resident who persistently obstructs someone from gaining access to or egress from their property.
15. A Voucher permit must be displayed so that it is clearly visible from the front or nearside of the vehicle. Failure to clearly display a permit may result in a Penalty Charge Notice being issued. Please note you do not need to display a permit in your vehicle in a Voucher parking place outside of the restricted times.
16. Voucher permits are not for resale and any person found to have sold them on to a third party may have their permit revoked.
17. Parking permits issued by Havering Council remain the property of the council and an applicant is required to return any such permit(s) to them if requested to do so by a council officer or somebody authorised by the council.
18. The applicant will notify Havering Council of any changes in their personal circumstances which may affect the validity of the Voucher parking permit including but not limited to a change of address or sale/disposal of the vehicle.
19. If the applicant no longer owns the vehicle to which the permit has been issued or if they move address, they must return the permit to the council and the permit will be cancelled. Alternatively, the permit can be transferred to the applicant's new vehicle or address on payment of the current administrative charge.
20. The applicant is solely responsible for renewing their Voucher parking permit before it expires.
21. If a Voucher parking permit is lost or stolen a new permit can be issued for the remaining period if the resident is able to provide a crime reference number from the police, subject to payment of the current administration charge.
22. If a Voucher parking permit is damaged, a new permit can be issued for the remaining period if the resident is able to provide the damaged permit, original documentation as outlined in the application form and subject to payment of the current administration charge.
23. There is an administration charge for processing refunds of Voucher permits. Refunds are calculated in respect of the unused period per whole calendar month. To apply for a refund, applicants should return the original

permit by post to the address below with a letter explaining why they would like a refund and where the refund should be posted to:

London Borough of Havering, Customer Services, Town Hall, Main Road, Romford RM1 3BB

24. The council takes no responsibility for permits lost in the post.
25. On occasions the Council may suspend the whole or part of a parking place but this will only be done for certain specific reasons when absolutely necessary. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a Penalty Charge Notice and your vehicle may be removed.
26. Voucher permits must not be used by a motorist to carry out the sale of goods or services.