

**APPLICATION FOR
HEALTH & HOMECARE PARKING PERMIT**

Before completing this form please read the Terms & Conditions overleaf.
Please complete all sections as failure to do so may result in the application being returned.
Please use block letters

The Applicant

Title _____ Surname _____ Forename _____

Name of organisation/department/clinic/practice _____

Agency/Department Address _____

Position in organisation* _____

Phone no's : Work _____ Mobile _____

Vehicle Registration _____ Vehicle Make/Model _____ Vehicle Colour _____

*Please send an up to date job profile & personal spec with your application.

Please tick one of these application options:

First time application () £54.00

Renewal of expired permit () £54.00

Change of vehicle registration () £22.50 Please return the existing permit with your application form.

Replacement of lost, damaged or stolen permit () £22.50

With any of the above options, please enclose the letter of authorisation for the permit application from your line manager on business headed paper.

Payment

I enclose a cheque for £ _____ made payable to London Borough of Havering.

Please return completed form and payment to: London Borough of Havering, Customer Services, Main Road, Romford, RM1 3BB

If you wish to hand deliver this application you must take it to the Public Advice and Service Centre (PASC) in the Liberty Shopping Centre, Romford. Please DO NOT deliver it to Mercury House

Declaration

I agree to ensure that I/my staff abide by the provisions set out in the Terms & Conditions provided and the Criteria for Use and I understand that permits may be withdrawn if these rules are not complied with.

Signature _____ Date _____

For office use only

Permit Number _____ Start Date _____ Expiry Date _____

TERMS AND CONDITIONS OF USE

1. The Health and Home Care permit enables Doctors, Nurses, Health Visitors, Midwives and medical professionals including professional Home Care workers employed by an organisation recognised by the Local Authority or NHS, to park near or by their client's home, for the sole purpose of providing personal health, care medical assessment or occupational therapy services to that client that is consistent with the client's care plan or equivalent. Please provide evidence: e.g. what grounds you carry out home visits?
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2. The permit allows parking in the following areas - residents permit bays, disc parking bays, on-street pay & display bays and meter bays, whilst the permit holder undertake their duties in respect of their client's care plan or equivalent.
3. Permit holders are allowed, when using the permit as per these terms and conditions, to park on **single** yellow lines when a restriction is in operation whilst they undertake their duties in respect of their client's care plan or equivalent.
4. Permit holders are required to move their vehicles if requested to do so by a Civil Enforcement Officer employed by the council or a Police Officer. This may be necessary if it is believed an obstruction is being caused.
5. Permit holders are **NOT** allowed to park on double yellow lines, bus lanes, restricted bus stops, red route clearways or where there is a loading only or a loading restriction ban in operation.
6. Permit holders are **NOT** allowed to park in "Voucher" bays.
7. Permit holders are **NOT** allowed to park on the footway, grass verge, or on a vehicle crossover (dropped kerb) unless footway parking is permitted and indicated by the appropriate signs and lines.
8. Permits are **NOT** valid for attending meetings or visiting Company/Council offices.
9. This permit **MUST** be clearly displayed in the windscreen of the permit holder's vehicle. **FAILURE** to clearly display the permit may result in a Penalty Charge Notice being issued.
10. **FAILURE** to comply with these Terms and Conditions may result in a Penalty Charge Notice being issued or the permit being withdrawn.
11. Permits can be used by the holder to undertake of duties directly linked to the care plan or equivalent of the client; though not exhaustive this may include shopping for provisions or undertaking laundry.
12. Usage of permits will be monitored and random checks may be carried out to ensure usage has been in keeping with the client's care plan or equivalent. Where such checks are carried out corroborating evidence of professional activity against permit use will be sought.
13. The London Borough of Havering reserves the right to withdraw a permit if misuse is proved.
14. The London Borough of Havering will consider any misuse by directly employed Havering staff as a disciplinary matter.
15. Where a refund is required there will be a charge of the administration fee. This will be deducted from the refundable amount due.