



## **APPLICATION: DOMESTIC HOME CARER PARKING PERMIT** **(Residential Parking Zones)**

### **IMPORTANT – PLEASE READ PRIOR TO MAKING AN APPLICATION**

This application form is for a Domestic Home Carer Parking Permit that can be purchased by a resident of a Residential Parking Zone who is certified by their General Practitioner as needing essential daily care visits in order to enable them to continue living independently in the community. The Domestic Home Carer Parking Permit is designed to allow care visits from family members, and or close friends, to take place without the need for the resident to purchase Visitor Permits for the express reason of facilitating care visits from their family or close friends.

This Domestic Home Carer Parking Permit is not designed to cover the needs of those businesses or charities providing professional care to those residing in Residential Parking Zones. In such circumstances an appropriate Health and Home Care permit should be used. For details on how to apply for such a permit please telephone 01708 432 787.

### **PERMIT CHARGES**

Domestic Home Carer Parking Permit - ~~£36.00~~ per year.

An administration charge of £25.50 payable for:

- Changing any details on a previously issued permit.
- Issuing a duplicate permit to replace a lost or stolen permit.
- Refunding partially used, surrendered permit.

**NB: THE APPLICANT MUST PAY ANY CERTIFICATION FEE CHARGED BY THEIR GENERAL PRACTITIONER**

**PLEASE ENSURE YOU READ AND UNDERSTAND THE TERMS AND CONDITIONS OF USE FOR THE DOMESTIC HOME CARER PARKING PERMIT PRIOR TO USE**

**PLEASE COMPLETE ALL SECTIONS AS FAILURE TO DO SO MAY RESULT IN A PERMIT NOT BEING ISSUED AND YOUR APPLICATION BEING RETURNED**

**PLEASE COMPLETE THE FORM IN BLOCK CAPITALS**

**G. General Practitioner Section**

**Section G is to be completed by the applicants General Practitioner.**

Practice Name:	Practice Address:	Practice Stamp

**Confidential**

Patient's Name:
Patient's Address:

**General Practitioner Declaration**

I confirm that the above named person is a patient at my practice and suffers from a disability that requires essential daily home visits from family or close friends to provide unpaid, private domestic care and that the requirement will be essential for a minimum of 12 months.

I support this patient's application for a carers parking permit.

Signed ..... Date.....

Please Print Name.....

If you feel there is any other relevant information you can give to support this application, please write on the back of this page or on a separate sheet.

**THE APPLICANT IS AWARE THAT A FEE MAY BE CHARGED BY YOU FOR COMPLETING OF THIS DECLARATION AND THAT THE LONDON BOROUGH OF HAVERING WILL NOT REIMBURSE ANY FEES CHARGED**

Please see overleaf...

## **How to Submit Your Application**

Please return the completed application form along with photocopies of supporting documents and payment to:

The London Borough of Havering  
Customer Services  
2nd Floor Mercury House  
Mercury Gardens  
Romford RM1 3SL

Alternatively you may deliver your completed application in person to the:

Public Advice and Service Centre (PASC)  
The Liberty Shopping Centre  
Romford  
RM1 3RL

## **PASC opening Hours**

The normal opening hours for parking permit applications in the PASC is from 9am to 4pm Monday to Friday excluding bank holidays.

The PASC is closed on the last Wednesday of each month from 9am to 11am except in March, May, August and December.

## **Check List:**

- Have you completed, signed and dated the relevant sections of the application form?
- Has your General Practitioner completed signed and dated the relevant sections of the application form?
- Have you included your proof of address?
- Have you enclosed the appropriate payment?

## **Please Note:**

- Providing all the correct documents will help us process your application as quickly as possible.
- Any fees levied by your General Practitioner for completing the application declaration will need to be met in full by the applicant and will not be reimbursed by the London Borough of Havering.

If you have any queries about your application please contact Customer Services on 01708 432 787 or see further Parking information at [www.havering.gov.uk/parking](http://www.havering.gov.uk/parking)

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see Access to Information on authority's website - [www.havering.gov.uk](http://www.havering.gov.uk)