

## School Street Access Virtual Permit Terms and Conditions 19/10/2021 v1.1

A school street closes a designated area outside of a school entrance to motorised traffic at school drop off and pick up times in the morning and afternoon during school term time. The times of operation for each school street is signposted on entry and exit.

A school street zone is accessible only to pedestrians and non-motorised transport during the times of prohibition, with few exceptions.

There is no charge for a school street virtual permit.

### **Residents living in a zone**

Residents living in a school street within a resident parking zone will automatically qualify for the virtual permit when they apply for, or renew their virtual resident parking permit.

Residents living in a school street zone not in an existing resident parking zone will be required to apply for a school street virtual parking permit through MiPermit.

Eligibility for residents will be confirmed through their council tax reference number on application.

### **Application requirements for a school street access virtual permit**

1. For residents:
  - a) Your council tax reference number
  - b) Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at
2. For unregistered carers:
  - a) A covering letter from the person you care for that is a resident within a school street zone and
  - b) Proof of disability for the person you are caring for, e.g. a Doctor's letter and
  - c) Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number
3. For registered carers:
  - a) Proof you are a registered carer for a resident within a school street zone, e.g. a carers allowance award letter and
  - b) Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number
4. For parents:
  - a) Proof of your child's school attendance at a school within a school street zone and
  - b) A copy of the child's or an immediate family members blue badge and
  - c) Proof of the vehicle V5C / lease agreement / company car showing the name and the vehicle registration number for the holders of the blue badge(s)
5. For businesses
  - a) Proof of the business name trading at the specified address

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- b) Proof of your vehicle V5C / lease agreement / company car showing your name / business
  - c) Proof your business has private parking accessed through a restricted school street, e.g. a property plan
  - d) Proof of any vehicle owned by your employees requiring access to your private parking should meet one or more of the following conditions;
    - Proof of employment, e.g. wage slip or contract with sensitive information redacted and;
    - Proof of the vehicle V5C / lease agreement / company car showing your employees name and the vehicle registration number or;
    - Proof of insurance showing your employee is a named driver
6. For private off street parking accessed within a zone
- a) Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at
  - b) Proof you have private parking accessed through a restricted school street, e.g. a property plan or garage rental agreement in your name

### **Terms and Conditions of Use**

1. The vehicle against which a school street access virtual permit is applied for must be registered to the same name referred to in items 1 through 6, except where the vehicle is on long term hire/lease or belongs to the applicant's employer. Evidence is required, such as a copy of the lease agreement and/or letter from employer confirming the use of the vehicle.
2. The vehicle against which a school street access virtual permit is applied for must not carry more than 12 passengers exclusive of the driver or exceed 2.3 metres in height.
3. The applicant will support their school street access virtual permit application by providing the documentation outlined in items 1 through 6 and will produce such evidence if requested to do so by a Council Officer.
4. A school street access virtual permit only applies to a school street zone that has a permit designation prefixed with 'S'
5. 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 school street access virtual permit from anyone who persistently obstructs someone from gaining access to or egress from their property.
6. The applicant will notify Havering Council of any changes in their personal circumstances which may affect the validity of the school street access virtual permit including but not limited to the sale/disposal of the vehicle.
7. Vehicles displaying a valid blue badge can park without charge or time limit in a residents/dual use parking place provided that the vehicle is being used by a disabled driver or has set down or is due to pick up a blue badge holder.

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8. 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.
9. Havering Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please contact the council by completing the [fraud referral form](#) or by calling 01708 432405.