



Homes for Haringey

# Housing Estate Visitor's Parking Permit Information Sheet

Haringey Council has introduced Estate Controlled Residents Parking Schemes on a number of Estates within the Borough to control parking congestion and give residents parking priority. These schemes are managed by Homes for Haringey. Residents have told us that they would like the introduction of **visitors' parking permits** so that their visitors will also be able to use these parking spaces.

Following the success of both a pilot scheme for visitor's parking permits in Wood Green and subsequent consultations we are rolling out visitor's parking permits across the borough in three phases.

Phase one will go live on 19 November 2007

Phase two will go live on 10 December 2007

Phase three will go live on 11 February 2008

These permits will be available to all tenants, leaseholders and freeholders living on the participating Estates. For a list of the Phase one estates please see appendix one.

## Types of Housing Estates visitors' permits available

Four types of permits are available, two different short stay permits, a weekend permit and a two week permit. The short stay permits are scratch cards, which must be scratched by the resident to show the date and start time and given to their visitor to be displayed correctly in their vehicle. The others must have specific dates filled in prior to displaying them correctly in the vehicles.

### Short stay parking permit

These permits allow either a maximum of one hour or a maximum of two hours in any one period. The permits must be bought in advance by the resident. Each household is entitled to buy 64 hours, made up of any combination of 1 and 2 hour scratch cards, every three months. You do not have to buy them all at once, but you must buy them in sets of four. Residents over 60 years old or who are registered disabled are able to buy 128 hours of short stay permits every three months.

### Weekend parking permit

This permit allows parking from 12.00 midday on the Friday to 12.00 midday on the Monday of the weekend it is in use. The permit must be bought in advance by the

resident. Each household can buy up to six weekend permits in any twelve-month period. Residents over 60 years old or who are registered disabled are entitled to buy 12 weekend permits in any twelve-month period.

### **Two-week visitor's parking permit**

This permit allows parking for one continuous two-week period. It must be bought in advance by the resident being visited. You can buy one of this type of permit in any twelve-month period. Residents over 60 years old or those who are registered disabled will be able to buy 2 two-week permits in any twelve-month period.

Residents can also use this type of permit themselves, for example, if they do not own a vehicle but have hired one for a particular period.

### **Displaying your Housing Estate Visitor's Permit**

Each time you use a short stay permit you need to show clearly the time, day, month and year that it will be used. Do this by scratching off the panels on the permit to reveal the correct details.

Each time you use a weekend or two-week permit you need to clearly show the valid from and expiry dates. Do this by clearly writing these dates in the space provided on the permit.

You must fix the permit to the side window nearest the kerb, or display it clearly on the passenger's side of the front windscreen. Make sure that all details can be easily seen from immediately outside the vehicle. Please follow the instructions on the back of the permit.

You can display more than one visitor's permit at a time as long as the times displayed run consecutively.

### **Applying for a Housing Estate Visitor's Parking Permit**

To apply for a permit you must be a resident of one of the housing estates with an estate controlled parking scheme.

You will need to prove that you are a resident of the participating estate with a document that proves your name and address such as a council tax or utility bill.

You **must complete** a Housing Estates Visitors Parking Permit Application Form. You can request an application form:

- in person, at the Haringey Payment Centre, 247 High Road, Wood Green, London N22 8NZ;
- by phone on 0845 073 1234;
- email at [parking@haringey.gov.uk](mailto:parking@haringey.gov.uk); or
- by downloading it from the website, [www.haringey.gov.uk](http://www.haringey.gov.uk)

Once you have completed your application form you must return it to us with all of the supporting documentation requested. You can return your application:

- in person, at the Haringey Payment Centre, 247 High Road, Wood Green, London N22 8NZ; or
- by post, at Haringey Payment Service, P.O.Box 55235, London N22 9DF.

Once we receive your application form and all of the necessary documentation from you, we will be able to notify you of the result of your application within five working days.

### **The Cost of Housing Estates Visitors Parking Permits**

To cover the administration fees for visitor's permits we have adopted the same fees that apply to visitor's permits on the highways controlled parking zones. **The standard parking permits for residents on housing estates with controlled parking schemes will remain free of charge; these will still be administered by Customer Services.**

If you have a Disabled Persons Blue European Badge or Companion Badge you do not require a parking permit.

Your valid Disabled Persons Badge or Companion Badge entitles you to park in the Estate Controlled Residents' Parking Scheme, provided that you clearly display the badge.

### **Visitor's Permits Standard Rates**

One-hour	£0.80 per set of 4	)
		) 64 hours in any 3 month period
Two-hour	£1.60 per set of 4	)
Weekend	£5.00 each	(6 in any 12 month period)
Two-week	£8.00 each	(1 in any 12 month period)

### **Visitors Permits Concessionary Rates**

Concessionary rates apply to residents over 60 years old or registered disabled people. Proof of eligibility will be required.

One-hour	£0.40 per set of 4	)
		) 128 hours in any 3 month period
Two-hour	£0.80 per set of 4	)
Weekend	£2.00 each	(12 in any 12 month period)
Two-week	£3.00 each	(2 in any 12 month period)

If you are making a postal application please ensure that you enclose the full payment with your application form and remember, **never send cash in the post.**

## Restrictions and Penalties

Visitors displaying a valid parking permit can park in the named estate in approved residents' parking areas. However, a visitor's permit does **not** permit them to park on forecourts, garage areas and roads where parking is forbidden by street signs, notices or road markings. Parking on grassed, cultivated or communal areas is also forbidden at all times.

If a visitor fails to display a valid visitor's permit or park in a prohibited area (whether they display a valid permit or not) the vehicle may be clamped and/or towed away. If the vehicle is causing an obstruction of any kind it will be towed away immediately.

If your visitor's vehicle is clamped, an information sticker will be placed on the vehicle giving details of how to get the clamp removed. To release the vehicle a release fee will need to be paid to the contractor who will then remove the clamp.

If your visitor's vehicle is removed, the contractor will take it to the vehicle pound. Your visitor must contact the contractor on (Phone) 0870 4443838 who will tell them how to reclaim the vehicle. The vehicle will only be released when the release fee is paid.

You should also be aware that vehicles parked on council estates must be properly taxed and insured. If the vehicle is either untaxed or uninsured the parking permit is not valid. A council contractor will clamp or tow away any untaxed vehicles.