

ELIGIBILITY

In essence Essential User Permits help certain charitable organisations and public sector workers to provide essential care and services to people that live or work in controlled parking areas.

The eligibility criteria is “*any person who performs a statutory service on behalf of the Council, including social housing management and residential or community care management, or is a health visitor, general practitioner, district or community nurse, midwife, chiropodist, dentist or osteopath employed by the National Health Service, or who provides home visiting on behalf of religious or non - profit making charitable organisation*”.

Essential User Permits are only effective whilst the holder is undertaking official duties – this usually means at a clients' house or workplace, and never includes the permit holders' office (s) or workplace(s).

Please complete all parts of the application form. Incomplete applications will be returned unprocessed. The decision of the Head of Service - Parking and Lighting is final.

TERMS AND CONDITIONS

- Essential User Permits (EUP) are only effective whilst the holder is undertaking official duties** – this usually means at a clients' house or workplace, and never includes the permit holders' home, office(s) or workplace(s).
- In addition to the complete prohibition of EUPs whilst not undertaking official duties, EUPs may also not be used for official duties within 500 metres of the holder's place(s) of work.
- EUPs temporarily entitle the permit holder whilst undertaking official duties, to park in a:
 - resident permit holders only bay;
 - permit holders only bay; or
 - dual-use bay (pay & display and permit/resident permit holders bay).
- A EUP permit does not entitle a holder to park in / on:
 - pay & display only bays;
 - loading bays;
 - doctor bays;
 - taxi ranks;
 - disabled bays;
 - motorcycle bays;
 - car club bays;
 - yellow line restrictions;
 - car parks;
 - bus stops;
 - a controlled parking zone operated by another borough;
 - any place subject to Wembley event day restrictions;
 - privately-owned land, including housing estates owned by Brent Council;
 - suspended bays.

5. The permit must be displayed on the vehicle to which it relates, in such a way that the particulars on the permit are readily visible from the front near-side of the vehicle windscreen.
6. Permits are only valid for the vehicle and duration shown on the permit. No reminder of expiration will be given. Permits are only for vehicles with a maximum length of 6.5m, maximum height of 2.5m and a maximum weight of 5 tonnes.
7. A permit does not guarantee the availability of a parking space.
8. The driver should always check the signs and that any bay or place is not suspended before parking.
9. Permits must be surrendered and a new permit sought, if the holder changes workplace, job, home or vehicle. A permit holder who surrenders their permit shall be entitled to a refund of up to a maximum of one third of the remaining value of the permit only.
10. Permits remain the property of Brent Council and must be returned if requested by the council for whatever reason. The council may cancel or withdraw the permit if it is misused, no longer appropriate, or for any other reason that the council sees fit.
11. It is the responsibility of the permit holder to renew the permit on time. Renewal reminders will not be sent.
12. As part of the Council's Policy to prevent fraud and misuse of permits, proof of address and proof of vehicle ownership can be requested at any time after the issue of a permit. Failure to co-operate may result in cancellation of the permit.
13. If a permit is lost, stolen, destroyed, defaced or mutilated, the permit holder must notify the Parking Service immediately and the permit will cease to be valid. Subject to payment of any fee payable, a replacement permit will be issued for the unexpired period of the original permit.
14. If after a permit is issued it is found to be misused it will be withdrawn without compensation or notice, without any right of appeal. In addition the permit holder and / or vehicle driver may be subject to:
 - penalty charge notice(s);
 - removal of the vehicle; and
 - disciplinary action.
15. These terms and conditions may be changed by the council at any time and without any notice or notification being given.

APPLICANT'S DETAILS

Title (<i>Mr/Mrs/Miss/Ms/Dr</i>):	
Forename(s):	
Surname:	
Home address:	
Telephone number:	
Email address:	
Employer's name:	
Job title / position:	
Department / Service Unit	
Work address	
Cost centre & subjective code (<i>council staff only</i>)	
Address of normal places(s) of work:	
Nature of work undertaken:	
Vehicle registration number	
Vehicle Make and model	
Vehicle colour	
Existing permit number	
What statutory service will the permit holder be carrying out?	
If visiting premises for the health and welfare of residents, what are the duties for which the permit will be used?	
If visiting premises or the highway for safety reasons, what are the duties for which the permit will be used?	

APPLICANT'S DECLARATION

I confirm I have read and agreed with, and will at all times adhere to the terms and conditions for use of an essential user permit.

Signature of Applicant	Date

Date: 14th December 2016

EMPLOYER'S DECLARATION

Please tick which category or organisation the applicant belongs to:

Council Employee	
Council Contractor	
Organisation commissioned directly by the Council	
Other organisations	

Please note that applications from :

- A council employee must be signed off by a Head of Service (or above)
- A council contractor or an organisation commissioned by the council, must be counter signed by a corresponding council client team officer at Head of Service (or above).
- Other organisations must be signed by the line manager (or above).

I confirm that the applicant is eligible for an Essential User permit, that the above details and in particular the address given as the normal place(s) of work are complete and correct; and that I have appropriate authority to sign off the application.

I understand that all applications are subject to checks by the council, that the Council's Audit and Investigations Unit conduct random checks and verification, and that if any details are incorrect that I could be subject to disciplinary action (in addition to the applicant).

Full name	
Job Title	
Signature	
Date	
For applications requiring a Council client team counter signature please complete the boxes below	
Full name	
Job Title	
Signature	
Date	

DATA PROTECTION STATEMENT

Please be aware that Brent Council may use data collected in administering parking controls or schemes including data supplied in an application (or renewal) for a Parking Permit for the purposes of traffic administration, investigating possible parking and traffic contraventions or other offences, and enforcement of parking and traffic contraventions or other offences. The data may also be used for these purposes by Brent Council's agents and may be disclosed to enforcement agencies or other local authorities for these purposes.

Once your information has been collected by the council, it may be used by other council departments, where necessary, to provide a complete service to you. It is for this reason that we link your information together, for example, to save you providing your information more than once.

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 law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Brent Council will treat the data in accordance with the Data Protection Act. For further information, go to www.brent.gov.uk/privacy.

ENQUIRIES

Brent Parking Service
Unit 20-22
Whitby Avenue
Park Royal,
London, NW10 7SF
Or www.brent.gov.uk/parking