



OFFICE USE:

Initials:..... Permit no:.....

Serial no:..... Refund Required:.....YES / NO

For More Information on Parking Permits please visit: www.brent.gov.uk

SECTION 1: PERSONAL DETAILS

Title (Mr/Mrs/Ms/Miss/Other): First Name(s)

Last Name

SECTION 2: PROPERTY ADDRESS *Please provide full residential address.

Flat/House Number or Name: CPZ Zone

Street Name Town

County/City Post Code

Telephone Number Resident Permit Number

Email address

If you are moving to a new address please state below:

Flat/House Number or Name: Zone

Street Name Town

County/City Post Code

SECTION 3: CPZ PERMIT TYPE & VEHICLE DETAILS

Type of Permit <small>*Delete as appropriate</small>	Permit to be surrendered Yes/no	Duration (Please ✓ below)			Vehicle Reg'	Vehicle Make	Vehicle Model & Colour	Engine Size or CO ₂ Emission
		3 Months	6Months	1Year				
1 st Resident								
2 nd Resident								
3 rd Resident								

IMPORTANT

- A** By agreeing to surrender one / two / three resident parking permit(s) for a period of two years, and in return for receiving a payment for the surrender from Brent Council (a “Permit Surrender Payment”), I, the undersigned, understand and agree that I will not be eligible to apply for a replacement resident parking permit(s) at any residential address in Brent for a period of two calendar years from the date appearing on this declaration form.
- B** I understand and agree that if I surrender my resident parking permit and cease to reside in the London Borough of Brent within 6 months of surrendering my resident parking permit that I must refund the full Permit Surrender Payment (currently £200) to the Council.
- C** I understand and agree that the Permit Surrender Payment is made on condition that I use it to purchase:
- (a) A bicycle for my use; or
 - (b) Membership of a Brent Car Club for use by myself. More information about car clubs can be found at www.londoncarclubs.co.uk; or
 - (c) Public Transport 'Oystercard' purchase/credit for my use only
- D** I understand and agree that within 28 days of receiving the Permit Surrender Payment, the Council will contact me and within 14 days of such contact I must provide such evidence/proof as the Council may reasonably require that I have used the entire Permit Surrender Payment to purchase those items detailed in paragraph C above.
- E** I further understand and agree that the surrender of resident’s parking permits are on the Terms and Conditions set out below.

Account Holders Name:

Bank Name:

Account Number:

Sort Code:

Signature:

Date:

For Brent Council use only
ORACLE SUPPLIER NUMBER:

- (1) To make application for a Permit Surrender Payment, the Resident must send their original resident parking permit(s) to SERCO, Unit 20-22 Whitby Avenue, London, NW10 7SF, as well as another item of identification showing their name and address (place of permanent residence), such as a Utility Bill. This additional item of identification should be a photocopy and be no more than three months old;
- (2) The Resident must also complete and submit a 'Permit Surrender Declaration Form' and return to SERCO, Unit 20-22 Whitby Avenue, London, NW10 7SF. Once completed, submitted and accepted by the Council, this forms an agreement between the Resident and the Council that the Resident will use the Permit Surrender Payment (currently £200) to purchase (or put towards the cost of) a bicycle, purchase £200 worth of Oyster (public transport) credit or join a Brent Car Club;
- (3) The Council will write to the Resident with a request for evidence of "proof of purchase" demonstrating that the Resident has purchased a bicycle, joined a Brent Car Club or purchased public transport (Oyster) credit within 28 days of the Resident having received the Permit Surrender Payment. If such evidence as the Council may reasonably require is not provided within 14 days of a request, the Resident becomes liable to repay the Permit Surrender Payment to the Council immediately;
- (4) Once satisfied with the information appearing on the completed Declaration Form, the Council will arrange payment of the Permit Surrender Payment. This will be done by a direct (electronic) cash transfer into the Resident's bank account. The Council does not and under no circumstances will issue cash. There is a section of the Declaration Form in which the Resident is asked to provide their personal bank details. These details will be kept secure and confidential in line with Council policies for such data;
- (5) Whilst the Council will endeavour to make the Permit Surrender Payment to the Resident within 20 working days, the Resident should be aware that at certain times of the year, payment may take longer;
- (6) In addition to the Permit Surrender Payment, the Council will refund the unused element of the Resident's resident parking permit as follows:
 - (i) for permits issued since 1st September 2012, a maximum of one-third of the unused portion.
 - (ii) for permits issued on or before 31st August 2012, a refund for every full month of their resident parking permit remaining on application, minus a £20.00 administration fee for each resident parking permit refunded. For example, a Resident with 6 months and 23 days remaining on their parking permit would receive 6 months refund, and not the remaining 23 days;
- (7) Where a Resident has successfully applied for and received the Permit Surrender Payment, the Resident accepts that he/she waives his/her right to recover or renew the parking permit surrendered at that or any other address in Brent for a period of two years from the date appearing on the surrender declaration form in accordance with the following:
 - (i) If at the date of the permit surrender, the Resident had one "first" resident parking permit only, the Resident accepts that he/she would be ineligible to apply for a "first", "second" or "third" resident permit at that or any other residential address in Brent;
 - (ii) If at the date of the permit surrender, the Resident had two resident parking permits at their registered address and chooses to surrender one of their two resident permits, the Resident accepts that he/she will not be eligible to apply for more than one resident permit for a period of two years from the date appearing on the surrender declaration form:
 - (iii) If at the date of initial permit surrender, the Resident had two resident parking permits at his/her registered address and chooses to surrender two resident permits, he/she will not be eligible to apply for any number of resident parking permits for a period of two years at that or any other address registered in Brent from the date appearing on the declaration form for the initial permit surrender. Following expiry of two years from the date appearing on the declaration form for the initial permit surrender, the Resident may apply for one permit. Following expiry of two years from the date appearing on the declaration form for the second permit surrender, the Resident may apply for two or more permits;
 - (iv) If at the date of permit surrender, the Resident had three resident parking permits at his/her registered address and chooses to surrender one resident permit, he/she will not be eligible to apply for more than two resident parking permits for a period of two years at that or any other

address registered in Brent from the date appearing on the declaration form for the initial permit surrender;

- (v) If at the date of initial permit surrender, the Resident had three resident parking permits at their registered address and chooses to surrender two resident permits, he/she will not be eligible to apply for more than one resident parking permit for a period of two years at that or any other address registered in Brent from the date appearing on the declaration form for the initial permit surrender. Following expiry of two years from the date appearing on the declaration form for the initial permit surrender, the Resident may apply for two permits. Following expiry of two years from the date appearing on the declaration form for the second permit surrender, the Resident may apply for up to three permits;
 - (vi) If at the date of initial permit surrender, the Resident had three resident parking permits at their registered address and chooses to surrender three resident permits, the Resident will not be eligible to apply for any number of resident parking permits for a period of two years at that or any other address registered in Brent from the date appearing on the declaration form for the initial permit surrender. Following expiry of two years from the date appearing on the declaration form for the initial permit surrender, the Resident may apply for two permits. Following expiry of two years from the date appearing on the declaration form for the second permit surrender, the Resident may apply for two permits. Following expiry of two years from the date appearing on the declaration form for the third permit surrender, the Resident may apply for up to three permits;
- (8) The Resident retains his/her right to renew a resident parking permit that has not previously been surrendered;
- (9) If a Resident moves to another address registered in Brent and the Resident has surrendered his/her resident permit(s) at their previous address, the Resident will not be permitted to apply for a permit(s) at their new address until the expiration of a period of two years from the date appearing on the surrender declaration form as detailed at paragraph (7);
- (10) If the Resident is planning to cease residing in the London Borough of Brent, he/she is not eligible to apply for a Permit Surrender Payment. The Council will treat this as a fraudulent claim if it becomes apparent the Resident intended ceasing to reside in the London Borough of Brent within six months of making application for a Permit Surrender Payment. . Further, if the Resident ceases to reside in the London Borough of Brent within 6 months of making the application for a Permit Surrender Payment, he/she shall be liable to repay the Permit Surrender Payment in full. The Council will seek to recover the Permit Surrender Payment in such circumstances together with additional costs associated with the recovery of the Permit Surrender Payment such as officer time involved.;
- (11) Where a Resident has received a Permit Surrender Payment, a permit will only be re-issued to the Resident in exceptional circumstances and only on condition that the original Permit Surrender Payment is paid back in full to the Council in a single payment, such payment being verified as having cleared into the Council's bank account.
- (12) Any resident who advises the Council they are moving from a controlled parking zone to a non-controlled parking zone part of the borough shall have an application for the permit surrender permit accepted by the Council. Where it becomes evident that a resident has surrendered their parking permit within 3 months of moving from their registered address within a Controlled Parking Zone to a registered address in a non-controlled parking zone part of the borough, the Council reserves the right to pursue the resident and recover any payments made in the form of permit surrender payments to that particular resident."