



PARKING MANAGEMENT SCHEME ON HOUSING ESTATES

FOR KILBURN SQUARE HOUSING CO-OP

PARKING AND PERMIT REGULATIONS

1.0	ISSUE OF PARKING ENFORCEMENT NOTICES
1.1	<p>All vehicles not clearly displaying a valid resident or visitor permit will be issued with a Parking Charge Notice (PCN)</p> <p>All vehicles displaying a valid resident or visitors permit will also be issued a PCN if they are parked in an area not designated for parking. These areas are:</p> <ul style="list-style-type: none">Disabled parking baysSingle and double yellow linesAccess only areas (marked by yellow cross hatching)Grassed areasPavementsGarage forecourts <p>Where marked bays exist, vehicles must park within the marked bays</p>
1.2	Enforcement Times
	Enforcement days and times will be displayed on the signs on each estate
1.3	Charges and Payments
	<p>If a PCN is issued, the charge payable is £100.00</p> <p>The charge will be reduced to £60.00 if payment is made within 14 days</p> <p>All information necessary to make payment is detailed on the PCN</p> <p>Payment may be made:</p> <ul style="list-style-type: none">By Post - by posting a cheque, postal order or completed card payment slip (attached to the PCN)By BACS - by a direct transfer to the bank account as stated on the PCNBy Phone - payments by major credit/debit cards can be made 24/7 using the dedicated telephone payment number 0845 901 1130Online - payments by major credit/debit cards can be made 24/7 using our website www.wingparking.co.uk
1.4	Enforcement Photographs
	<p>It will be possible for anyone who has been issued with a PCN to view date and time stamped images of their vehicle</p> <p>Images are available from www.wingparking.co.uk. Follow the link to Enforcement Images</p> <p>To view the images, both the PCN reference number and the vehicle registration number are needed</p> <p>It is not necessary to make payment or to input any personal data to view the images</p> <p>The images can be saved or downloaded using the usual functions</p>

1.5	Appeals
	<p>Anyone that feels they have been issued with a PCN unfairly can appeal directly to Wing Parking</p> <p>Both a postal address and an email address are stated on the PCN</p> <p>All appeals must be submitted in writing and be received within 28 days, including name, address, registration number and PCN number</p> <p>Wing Parking will reply within 14 days of receipt of the appeal</p> <p>If the appeal is successful, the PCN will be cancelled</p> <p>If the appeal is unsuccessful, you will be offered a further 14 days from the date of the reply in which to pay the discounted charge</p> <p>If the appeal is unsuccessful, you will also be able to make a second appeal to us. The contact details will be provided in the appeal reply and any second appeal must be received within 28 days of the date of rejection of the first appeal.</p> <p>If the second appeal is unsuccessful, you will be able to make a third appeal directly to an Independent Appeals Service, POPLA. The contact details will be provided in the appeal reply</p> <p>No further action will be taken on a PCN while an appeal is being considered</p>
1.6	Unpaid Notices
	<p>If a PCN remains unpaid after 28 days, Wing Parking may contact the DVLA in order to obtain details of the registered keeper of the vehicle</p> <p>The registered keeper will then be contacted to either obtain payment or to confirm who the driver of the vehicle was</p> <p>Where the PCN remains unpaid, debt collection procedures will commence which could lead to an increase in the amount due and could ultimately result in County Court action</p>
2.0	PERMITS
2.1	Use of Permits
	<p>Permits only entitle the user to park on the estate named on the permit</p> <p>Permits only entitle the user to park in designated parking areas</p> <p>Permits do not entitle anyone to park:</p> <ul style="list-style-type: none"> in disabled parking bays - these are solely for vehicles displaying blue badges on single or double yellow lines on Access Only areas (marked by yellow cross hatching) on grassed areas on pavements on garage forecourts <p>Permits do not entitle parking on the street, public highway or in any part of a controlled parking zone</p> <p>Visitors' permits are strictly for use by visitors to the estate. Any vehicle using a visitor's permit continuously will be investigated. If any resident is found to be using a visitor's permit on their own vehicle rather than a resident permit, without prior arrangement, all permits issued to the resident will be declared invalid and further use of these permits will result in the vehicle being issued with a PCN</p> <p>Permits do not entitle users to park untaxed or statutory off the road notification (SORN) vehicles. Any vehicle that is parked on the estate must be legally taxed. Vehicles that are parked where the tax has been expired for more than 14 days will be issued with a PCN whether or not the vehicle has a permit. Untaxed vehicles may also</p>

	<p>be treated as an abandoned vehicle and may be removed and destroyed if not taxed within the required period of time. It is the responsibility of residents to ensure visitors do not display visitors' permits on untaxed vehicles</p> <p>Any permits passed on, sold, forged or duplicated will result in all permits issued to the resident being declared invalid and further use of these permits will result in the vehicle being issued with a PCN</p> <p>Permits have to be displayed clearly on the windscreen of the car. Permits must be in clear view and display all information (i.e. expiry date, estate name, registration number) at all times. Permit users must take care to ensure that when they leave their vehicle the permit is displayed and users should take special care that tinted visors and darkened windscreen edges do not obscure the permit details</p> <p>A "grace period" of 30 minutes will be allowed before a PCN is issued. This period is to allow visitors time to collect a visitor's permit from a resident if necessary.</p> <p>It is the responsibility of residents to ensure that any contractors / workmen they engage, that are not sent by Kilburn Square, are supplied with a visitors permit to park on the estate. This permit has to be displayed in the windscreen of the contractor's vehicle within the grace period allowed. Vehicles merely displaying a written or printed notice on the windscreen will still be issued with a PCN</p> <p>Each registered address on the estate may apply for up to 1 resident permit.</p> <p>Permits will not be issued to non- leaseholders or sub tenants.</p> <p>Resident permits will cost £30.00 each and will be valid for 1 year</p> <p>Visitor permits will be single use scratch cards which are supplied in books of 12 costing £20.00</p>
2.2	Permit Applications
	<p>Permit applications can be made:</p> <ul style="list-style-type: none"> by Post by Email or online <p>Permit Application Forms are available:</p> <ul style="list-style-type: none"> Enclosed in this booklet Downloadable from our website, www.wingparking.co.uk <p>Full details of how to apply are contained on the Permit Application Form</p>
3.0	RESIDENT PERMITS
3.1	To qualify for a Resident Permit
	<p>A resident permit will only be issued where:</p> <ul style="list-style-type: none"> the application is made for an address on site and the vehicle for which the permit is being applied for is registered to that address and Only 1 resident permit is registered at that address.
3.2	Documentation
	<p>To apply for a resident permit, you will need to supply a copy of the vehicle registration document confirming that the vehicle is registered at that address. Do not send original documents as they will not be returned</p>
3.3	Renewing a permit

	<p>Permits will not automatically be renewed</p> <p>It is the responsibility of the resident to renew a resident permit. We will send one reminder to residents to renew their permits</p> <p>Upon renewal, if no details have changed, you will not need to resubmit proof of vehicle ownership or of address. However in this instance, the application must be made in the same name and address as previous, and the "renewal" box must be checked on the application form</p> <p>If you have moved you will need to complete a new application for the new address where the vehicle is registered to</p>
4.0	VISITOR PERMITS
4.1	To qualify for a Visitor Permit
	<p>A visitor permit will only be issued where:</p> <p>The application is made for an address on site</p> <p>It is not necessary to apply for a resident permit in order to obtain a visitor permit as it is not necessary to own a car to obtain a Visitor permit. However a Visitor permit must be applied for in all instances when one is required, it will not automatically be issued.</p>
4.2	Documentation
	<p>If you apply for a visitor permit at the same time as a resident permit, you do not need to provide any additional documentation</p> <p>If you are only applying for a visitor permit, you will need to provide proof of residence as follows:</p> <p>A copy of bank or credit card statement in your name at the address or</p> <p>A copy of a utility bill in your name at the address, (gas, electric, phone) or</p> <p>A copy of a rent book / statement in your name at the address</p> <p>Do not send original documents as they will not be returned</p> <p>All proof of residence must be dated within the last three months</p>
5.0	OWNING MORE THAN ONE VEHICLE
	<p>Only 1 resident permit per vehicle, per address</p> <p>Visitor permits cannot be used on resident's vehicles</p>
6.0	COMPANY VEHICLES/LARGE VEHICLES
	<p>Residents using company vehicles can still apply for a resident permit but as stated one 1 permit per household. Resident permits (scratch cards cannot be used on additional vehicles.)</p> <p>The resident will need to obtain a copy of the registration document from the company, together with a letter of authority from the company stating that the resident uses the vehicle after hours</p> <p>ANY VEHICLES OVER 1.5 TONAGE IS NOT ALLOWED ON THE ESTATE.</p>
7.0	BLUE BADGE HOLDERS
	<p>Blue badge holders are NOT exempt from the scheme and still need to apply for a permit which they must display along with their blue badge.</p> <p>Blue badge holders are entitled to one free permit per blue badge.</p> <p>It is the responsibility of the driver to clearly display the blue badge and permit so that all details are readable otherwise the vehicle will be liable to be issued a PCN</p> <p>Where marked disabled bays exist, blue badge users should use those bays whenever possible to ensure other bays are kept free for other users who are not</p>

	entitled to park in the disabled bays
8.0	ABSENT OWNERS
	Any absent owner that is renting a property to a third party will need to use a visitor permit if they are visiting the property You will need to inform your landlord that they need to display the visitors permit
9.0	DOCTORS / CARE WORKERS
	Medical personnel working on the estate should be issued with a visitors permit You will need to inform your care worker, nurse or doctor that they need to display the visitors permit
10.0	RENTAL / COURTESY CARS
	In the event you are using a short term rental or courtesy car, you will need to use a visitors' permit
11.0	LOST / DAMAGED PERMITS
	Please report any lost or damaged permits to our office immediately Any reported permits will be declared invalid. Once a permit had been declared invalid, any further use of such a permit will result in the vehicle being issued with a PCN If a replacement is required for a lost or damaged permit, then the replacement will count as a new application and it will be subject to a new application process and a new charge
12.0	GARAGES
	If you rent a garage and you are a resident or leaseholder on the estate you will not be entitled to a parking permit and you will need to park in the garage at all times Garage forecourts are strictly no parking areas and any vehicles parked there will be issued with a PCN
13.0	MOTORCYCLES
	Motorcycles and scooters will need to provide their registration details.