

## Parking Permit Agreement

January 2018

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**This Parking Permit Agreement applies to all estates owned and managed by Hyde Northside.**

### 1 Applying for a Permit

- 1.1 All parking requests, documentation and payment will be sent to Wings to process. Although payment will be sent to Wings, the sale of the permit is being made by Hyde Northside and Wings are merely handling the administration
- 1.2 Final sign off from Hyde who will check for rent/ service charge arrears
- 1.3 Only those residents living on an estate can apply for a parking permit for their particular estate. Where possible parking can be offered to adjoining estates.
- 1.4 All residents will need to provide sufficient prove that they are the legal tenant or leaseholder.
- 1.5 Tenants or leaseholders will need to provide a copy of their tenancy or lease agreement. Leaseholders will also need to provide a letter of confirmation for their private tenants.
- 1.6 Only one residents' parking permit will be permitted per household.
- 1.7 E permits will be issued by Wings who will patrol the estates

### 2 Information & Documentation Required

- 2.1 Residents must provide the following original documents with their completed application form, posted or scanned to Wings; (photocopies may be accepted). All documents for proof of residency **must show the resident's name and address**.

1	Vehicle details	<ul style="list-style-type: none"><li>• Registration number</li><li>• Make, model and colour of vehicle</li><li>• Log book</li><li>• MOT certificate (if applicable)</li><li>• Insurance Document</li></ul>
2	Proof of residency (one of the following)	<ul style="list-style-type: none"><li>• Utility bill;</li><li>• Council tax bill;</li><li>• Tenancy Agreement</li></ul> <p>All documents being presented for proof of address must match the address on the vehicle documents. If the resident has bought a new vehicle, they must present the transfer of ownership slip.</p>
3	Proof of identity	<ul style="list-style-type: none"><li>• Full driving licence or Passport;</li></ul>

(one of the following)	<ul style="list-style-type: none"> <li>• Birth certificate</li> </ul>
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### **3 No Rent or Service Charge Arrears**

- 3.1 All residents rent and service charge accounts will be checked regularly. Tenants or leaseholders with more than four weeks' rent or service charge arrears will have their parking permit cancelled.
- 3.2 New tenants will be allowed a four week grace period (from the start date of their tenancy agreement) with their rent if they are applying for Housing Benefit or Universal Credit.
- 3.3 All new tenants rent accounts will be checked by their Housing Officer as part of the six week settling-in visit. If the rent account is in arrears, the parking permit or bay will be cancelled.
- 3.4 All vehicle changes and disposals will be managed by Wings. A £10 admin fee will apply

### **4 Parking Provision & Waiting List**

- 4.1 The number of parking permits issued will match the number of parking spaces within an estate
- 4.2 Residents will be placed on a waiting list once all parking bays have been allocated.
- 4.3 Parking permits will be provided on a 'first come, first served' basis until all parking bays have been allocated.
- 4.4 Wings will send out reminder when permit is due for renewal

### **5 Six or 12 Month Permits**

- 5.1 A fee of £121.42 for six months or £242.84 for 12 months will be charged to all residents issued with a parking permit.
- 5.2 Refunds for cancelled/ terminated permits will be processed by Hyde. (Any refund due may be offset against outstanding rent or service charge arrears)

### **6 Parking for the Disabled**

- 6.1 A small number of parking spaces specifically for the disabled are available. These may only be used by disabled residents and their carers. Blue badge holders will need to provide proof to Wings and will be issued with an EPermit which will be exempt from parking restriction in disabled bays. Failure to do so may result in a PCN being issued.
- 6.2 Registered disabled car owners will be entitled to a free six month or 12 months resident's parking permit.

### **7 No Large Vans, Lorries or Commercial Vehicles**

- 7.1 No large vans, lorries or commercial vehicles will be permitted to park on our estates unless prior permission has been granted by Hyde Northside.

Please carefully read the details terms and conditions below. Any breaches of this agreement may result in the withdrawal of the parking permit issued to you.

- 1 Residents' parking permits are issued subject to local conditions and are issued only to tenants and leaseholders of Hyde Northside.
- 2 Residents' parking permits will not be given in the following cases:
  - a. Where Hyde Northside has commenced legal action for breach of tenancy.
  - b. A resident is in rent arrears or service charge arrears and is not adhering to a repayment agreement.
- 3 Residents' parking permits cannot be sold or transferred for use other than for the registered vehicle.
- 4 Residents' parking permits are valid for use only on the specified estate and within the specified time period.
- 5 Residents' parking permits enable the user to park on the estate only in authorised areas. Hyde Northside cannot guarantee that a space will be available.
- 6 Hyde Northside, the DVLA, TFL and its contractors may remove any vehicle parked on its property which does not display a current road fund licence, Statutory Off Road Notice (SORN) or is parked in a designated "No Parking" area.
- 7 Vehicles are not permitted to park on pavements, double yellow lines or yellow hatched areas. Residents and their visitors are required to park their vehicles within the parking bays provided. Failure to park in any specified area will result in the issuing of a Parking Charge Notice (PCN).

Breach of the above terms and conditions may result in the following action:

- Issue of warning detailing nature of breach
- Removal of vehicle
- Withdrawal of the **resident's** parking permit, with no refund

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I understand and agree to the above terms and conditions.

Name (tenant/leaseholder): \_\_\_\_\_

Signed (tenant/leaseholder): \_\_\_\_\_

Date: \_\_\_\_\_

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**Please return this completed form to:**

**Wing Parking Ltd, Suite 108, Plaza 668, Hitchin Road Luton, Beds LU2 7XH**

**T: 01582 434500 F: 01582 434536 W: [www.wingparking.co.uk](http://www.wingparking.co.uk)**

**You must provide the correct fee (by cheque or Postal Order), and the documents listed for your application to be processed.**