

## Resident Parking Permit Terms and Conditions

Residents living within one of the borough's Controlled Parking Zones (CPZ) can buy a resident parking permit which can be purchased or renewed online.

### [Apply for or renew your permit](#)

Permits are available for 3, 6 or 12 months. Free permits are available for blue badge holders. Permits are now paperless (e-permits), which means you do not have to display a paper permit in your vehicle.

It is quicker and easier to get your car covered with e-permits:

- start your permit today with no need to display anything in your vehicle
- Civil Enforcement Officers can check your permit is valid using your vehicle registration number

### Before you start

You will need:

1. an email address and telephone number
2. your vehicle registration number
3. a debit or credit card
4. you may also be asked to provide a proof of residency and / or vehicle ownership if we cannot confirm your residency and vehicle information automatically. We will accept scanned copies or photos of supporting documents

### [Apply or renew now](#)

Parking permits price list

- [parking permits price list](#)

e-permit FAQs

- [e-permits FAQs](#)

### What happens after you apply?

If you are entitled to a permit and submit everything we need to approve your application, your e-permit will start on the date that you have selected in your application. If your application is not successful, we will contact you to explain why or what you need to do to help us process it.

Upon application, 10 one-hour visitor parking e-permits will be provided free of charge to all households that currently have at least one paid for resident parking permit holder per annum.

### **Terms and conditions**

#### **+Your entitlement to a permit**

- you can put up to two vehicles on your permit at no extra charge. However, at any one time only one vehicle will have a protected vehicle status, and this must be activated online via your account. Any vehicles parked in a Controlled Parking Zone (CPZ) without protected vehicle status will be liable to a PCN

- your permanent address must be within the boundary of a Lewisham CPZ
- you must be the registered keeper of the vehicle
- you must be over 17 years old to purchase a resident parking permit
- your vehicle can be a passenger or a goods vehicle. The overall height must not exceed 2.27m (7'5"), the length must not exceed 5.25m (17'3") and the unloading weight must not exceed 3,500kg (996lb)
- your vehicle must be registered with the DVLA at the address stated in this application, or you must be the authorised keeper of a company vehicle, or the owner of a foreign-registered vehicle. Foreign registered vehicles are only eligible for one permit for a maximum of 3 months
- online first-time applicants will be allowed to purchase a permit without providing all the documents required at the point of application. However, failure to supply proof documents within one month of the application will result in the permit being cancelled. A refund will be issued for unused months, minus a £15 refund charge
- it is your responsibility to renew your permit. If your vehicle is not covered by a valid permit, you will be at risk of receiving a Penalty Charge Notice (PCN)
- you can renew your permit up to 2 weeks before its expiry date

**You will not be issued a resident parking permit if:**

- your property is subject to a car free restriction set out in a planning legal agreement
- you cannot be verified as the person residing at the property within your application
- you cannot provide documents on the prescribed list, or you submit fraudulent documents
- you knowingly make a false statement in order to obtain a parking permit
- payment is refused by your bank or credit card issuer
- your vehicle is not registered with the DVLA at the address stated in the application
- you have been found to have used permits fraudulently
- you have any remaining charges for previous permits

**+How and where to use your permit**

- if you have an e-permit you will not need to display anything in your vehicle as Civil Enforcement Officers can check that a permit is valid using your vehicle registration
- the permit is only valid for the vehicle registration number specified on the 'face of the permit' and stipulated within the valid permit account and associated documentation
- the permit is only valid for the Controlled Parking Zone (CPZ) of issue
- vehicles must be parked correctly within the markings of the bay or space
- it is the drivers' responsibility to check zone entry and operating times. These can be found on zone entry plates, located on sign plates adjacent to the bays or on [Lewisham.gov.uk](http://Lewisham.gov.uk)
- resident permits can be used in on-street resident bays, shared use bays or permit holder bays within the zone of issue as specified on the permit
- resident permits do not guarantee a parking space on the residential road address in the application
- e-permits should be validated online via your permit account for the entire time your vehicle is parked in a CPZ parking bay. You do not need to display a physical permit in your vehicle if you have an e-permit
- any paper issued permits must be clearly displayed in the front passenger side of your windscreen, with its details clearly visible from outside of the vehicle
- it is your responsibility to display any valid paper permits. You must display your actual permit, copies are not acceptable

### **+Where not to park with this permit**

- resident permits are non-transferable and cannot be used in any other vehicle
- resident permits are not valid in business permit bays, disabled parking bays, pay and display only bays, motorcycle bays, doctor's bays, car club bays, single or double yellow lines or car parks
- resident permits are not valid in housing estates
- resident permits are not valid in suspended bays. This will result in a Penalty Charge Notice (PCN) being issued
- please check the signs carefully for the times when the suspension is in operation

### **+Supporting documents**

You may need to submit one form of evidence from the list below, to complete your application. Scanned copies and clear photographs will be accepted.

#### **Proof of address**

- council tax statement
- utility bill dated in last three months (water, gas or electricity)
- signed tenancy agreement
- solicitor's letter confirming completion (new residents only)

#### **Vehicle proof**

- second page of V5C (logbook) displaying the name and address of the applicant
- V5C/2 (new keepers supplement) or a bill of purchase for recently purchased vehicles
- hire / lease agreement: hire / lease documentation must show your name and address
- company letterhead confirming the employment and authorisation to drive and park at the requested address
- LPG conversion certificate if you have converted your vehicle to run on LPG (Liquid Petroleum Gas) and your vehicle registration document (V5C) has not been updated

### **+Lost / damaged /stolen permits**

- if your paper permit is lost, damaged or stolen then you will be able to replace it, free of charge, via your online account

### **+Permit refund costs**

- refunds are payable for each full calendar month remaining on the permit from the date we receive your refund request. There must be a minimum of 3 months remaining on the permit and you will need to pay a £15 administration fee

### **+Change of vehicle or address**

- if you have an existing permit, it will not be valid to use on your new vehicle
- you can apply for a change of vehicle registration or address free of charge via your online account
- you may also be entitled to a refund on your existing permit – see permit refund costs

- if you change your address within the same parking zone and your permit is valid, there is no charge
- if you are leaving Lewisham, you may be entitled to a refund

#### **+Replaced permits for courtesy cars**

- you can temporarily add a courtesy car or short-term lease vehicle to your permit free of charge, via your online account

#### **+Preventing fraud**

- the Council considers fraud and attempted fraud to be an extremely serious matter and will not hesitate to take preventative, remedial or punitive actions against any person or organisation suspected of fraud or attempted fraud
- if we cancel your permit because of fraud or misuse then you will not be eligible for a refund
- permits remain the property of Lewisham Council and we reserve the right to withdraw any permit without giving prior notice or reason, and your vehicle may be issued with a penalty charge notice or removed
- it is an offence under the Vehicle (Excise) Act 1962 (Section 7) to park or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed

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[Parking permits for CPZs](#)

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