

Lewisham Council

Resident Parking Permits Terms and Conditions

If you live within one of the borough's Controlled Parking Zones (CPZ) you can buy a Resident Parking Permit which will allow you to park in the residents bays within the zone it is purchased for. These permits can be purchased or renewed online.

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

Civil Enforcement Officers can check if 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

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)
- A signed tenancy agreement dated 4 weeks prior to submission of application.
- 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
- Copy of your disabled badge

[Apply or renew now](#)

Parking permits price list

[• parking permits price list](#)

e-permit FAQs

[• e-permits FAQs](#)

What happens after you apply?

Once you have submitted all the documents required, we will need to approve the 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 yearly resident parking permit.

Your permit will not be valid until we have approved it. Parking in a Controlled Parking Zone (CPZ) without a valid permit will result in liability to a PCN.

[Terms and conditions](#)

+Your entitlement to a permit

- You can put up to two vehicles on your permit at no extra charge, however the permit will be charged at the higher vehicle price. Only one vehicle will be able to park at any one time and you will be required to protect the vehicle parking via your permit account. If you wish to change the vehicle that is protected, you must activate the vehicle online via your account. Any vehicles parked in a Controlled Parking Zone (CPZ) without protected vehicle status may be liable to a PCN. Watch our YouTube video for instructions on how to change your protected vehicle. [Changing your protected vehicle - YouTube](#)
- Your permanent address must be within the boundary of one of the Controlled Parking Zone (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 (7716lb)
- 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
- You are eligible for a Free Disabled Parking Permit if you are the Registered Keeper and driver of the vehicle.
- Online first-time applicants may be permitted 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 cancellation of the permit. 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 may 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 Controlled Parking Zone (CPZ) of issue
- Vehicles must be parked correctly within the markings of the bay or space
- It is the driver's 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 Council - Controlled parking zones and operating times](#)
- 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 road you reside, however you are permitted to park in any road within the CPZ
- e-permits should be validated online via your permit account for the entire time your vehicle is parked in a Controlled Parking Zone (CPZ) parking bay.

Where not to park with this permit

- Resident permits are non-transferable and cannot be used in any other vehicle, unless the new registration number is changed on your application.
- Resident permits are not valid in business permit bays, disabled parking bays, pay to park 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

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.
- Free Visitor Permits that are acquired when purchasing a yearly permit (1 hour (Book of 10) will need to pay a £10 administration fee, if the yearly permit is cancelled before the year is completed.

Change of vehicle or address

- You can apply for a change of vehicle registration via your online account
- If you have an existing permit and you move, it may not be valid to use as your new address may be in a different CPZ
- If you change your address within the same parking zone and your permit is valid, you would still be required to update the permit system with your address details.
- If you are leaving Lewisham, you would need to cancel your permit and 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

Disclaimer

By purchasing a Resident Parking Permit, you are agreeing to the Terms and Conditions set out above.

Page updated on: October 2022

[Parking permits for CPZs](#)

1A Eros House,
Brownhill Road,
SE6 2EF

Telephone: [020 8787 5397](tel:02087875397)

Email: lewishamparkingpermits@nslservices.co.uk