

Lewisham Council

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. 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

[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.

Please note that we will carry out an Experian address check to verify your address. If we cannot identify that you are living at the stated address in your application, you will be required to provide evidence of your address.

Upon application, 10 one-hour visitor parking e-permits will be provided free of charge to all Annual Resident Parking Permits.

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.

Please note that this information is being processed by third parties. For more information on how we process your data, please see below our privacy disclaimer.

Terms and conditions

Your entitlement to a permit

- You can put up to two vehicles on your permit at no extra charge. However, only one vehicle will have a protected vehicle status at one time. 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 will 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 a Lewisham 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 unladen 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
- You are eligible for a Disabled Parking Permit if you are the Registered Keeper of the vehicle.
- Online first-time applicants will be permitted to purchase a permit without providing all the documents required at the point of application. However, failure to supply proof documents within 28 days 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 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
- The application is not in the registered keepers name

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 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 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 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 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
- 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

One of the below must be submitted as part of your application. Scanned copies and clear photographs will be accepted.

- 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

Proof of address

You will also need to submit one form of evidence from the list below, to complete your application.

- First page of council tax statement
- Utility bill dated in last three months (water, gas, or electricity)
- For first time applications, a signed tenancy agreement dated 4 weeks prior to submission of application.
- Solicitor's letter confirming completion (new residents only)
- 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

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.
- If you are cancelling your permit and have received a complimentary book of 10 visitor vouchers as part of your Annual Resident Permit purchase, you will be charged for the visitor vouchers that you have used.

Change of vehicle or address

- If you have an existing permit, it will not be valid to use on your new vehicle
- You may be entitled to a partial refund on your existing permit if your new vehicle is in a lower emission band. If your new vehicle is in a higher emission band, you will have to pay the difference

- You can apply for a change of address free of charge via your online account if your new address is within the same controlled parking zone. You must submit evidence to change your address
- If you have a change in address that is outside of your existing permit control parking zone, then you must cancel your permit and apply for a new one

Replaced permits for courtesy cars

- You can temporarily add a courtesy car or short-term lease vehicle to your permit via your online account. Your permit price may change depending on the emission band of the vehicle, a charge or partial refund may be applied for the difference.

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

Privacy Disclaimer

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

If you wish to withdraw consent towards the use of your data, you must email the following address: lewishamparkingpermits@nslservices.co.uk. Please note this may result in your account being removed and any existing permits may be cancelled. If you do not have an exemption and you drive through the restricted area, you may be liable to a PCN.

For more information on how we use your data, please visit:

<https://lewisham.gov.uk/about-this-site/privacy/customer-services>

Page updated on: 25 February 2026

[Parking permits for CPZs](#)

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