



APPLICATION FOR HEALTHCARE PERMITS

Type of application

If renewal enter reference number

COMPANY DETAILS Will be used for correspondence and permits will be sent to this address	
NAME:	
ADDRESS:	
POST CODE:	TELEPHONE No:
Brief Description of work for permit holder/s:	
Main contact details	
APPLICANT Mr	
NAME:	
MOBILE:	
Email:	

<u>DURATION OF PERMIT</u>	
COMMENCEMENT DATE	
PLEASE RETURN THE COMPLETED FORM TO: Parking Permits PO BOX 18, FORWARD DRIVE, HARROW, HA3 3QN Or parking.permits@harrow.gov.uk	Quantity required Only existing permits will be renewed, additional permits need to applied for as a new application.

Please make cheques payable to London Borough of Harrow, for card payments
email parking.permits@harrow.gov.uk for an officer to contact you to take payment.

To qualify for the NHS/LA rate applications must be signed by the LA or NHS Service Manager or Head of Service.

Signature:	Date:
Print Name:	
Designation:	
Tick box to confirm agreement with terms and conditions below	

OFFICIAL USE ONLY

Date

Permit Number

Initials

Permits are issued in accordance with the current Harrow (Parking Places) Traffic Order

Permits are issued in accordance with the current Harrow Traffic Management Order, Permits may only be issued and used in accordance with the conditions of the above Order a copy of which may be purchased from the Traffic Highway and Asset Management Team (THAM). An application form MUST be completed before a permit will be issued. Please ensure that you provide all the information requested overleaf - Incomplete or illegible applications will not be processed. These permits are valid until the date specified and renewal reminders will be sent by text. Healthcare permits will not be sent in the post and must be collected on appointment during business hours. Please be aware we take no responsibility for postal delays or misdirected mail for any related correspondence and it is the holders' responsibility to both renew and display a valid permit at ALL times when parked.

Summary of Conditions:

1. The permit must only be displayed so it is visible from outside the front of the vehicle, when a Healthcare Visit is being carried out as detailed below. When the permit is on display ensure that the entire permit is visible
2. The permit may not be:
 - Displayed in a vehicle which is not in a CPZ
 - Displayed in a vehicle in a CPZ more than 1 hour before or after the controlled hours.
 - Displayed in a vehicle for more than 1 hour in the same location, without informing Parking Operations Parking.Operations@harrow.gov.uk in advance that there is a specific requirement for an extended visit.
 - Displayed in a vehicle within 1,000 meters of the address the permit was issued to.
 - Displayed in a vehicle in the same location/vicinity on consecutive days without informing Parking Operations Parking.Operations@harrow.gov.uk in advance that there is a specific requirement for regular visits.
3. To verify that an application for a permit is valid, the applicant or permit holder may be required to produce to an officer of the Council such evidence as may be reasonably required.
4. The permit will be withdrawn by the Council if:-
 - The application/permit holder ceases to be employed by the organisation or to work in the area.
 - The vehicle is not taxed.
 - The vehicle has been adapted to a class not permitted.
 - The permit has been reported lost or stolen
 - A duplicate permit has been issued or a photocopy of the permits is on display
 - The permit was issued upon receipt of a cheque, which has subsequently been dishonoured or remained unpaid.
 - No permits will be sent in the post and will need to be collected once issued collections should be scheduled during business hours.

Use of Healthcare Permits:

These permits are only valid for CPZ Residential Bays and are solely for the use of healthcare workers while they undertake their work activity. Misuse of a permit may result in the issue of a penalty charge notice and the cancellation of the permit with no refund given. Other permits issued to that healthcare provider may also be subject to checks on the validity of their issue and if serious abuse is observed that provider will have all permits withdrawn and not be allowed to procure future permits. As with all other services where a home visit is required, every effort should be made to schedule these visits outside the controlled hours and Healthcare permits are only to be allocated to people who have to make a visit which cannot be scheduled outside these hours. Permits no longer needed should be returned, however no refund will be given to any permits surrendered.

Payment Notes:

Should a Private Company be contracted on behalf of a Health Authority or the Local Authority to carry out home visits, they should send their application via that LA/NHS manager for approval to qualify for the lower administration fee. This authority should also confirm the average number of service users who require urgent unplanned visits and the Private Company may be issued up to 50% of that number of Healthcare Permits at the NHS/LA rate.

Healthcare permits are not vehicle specific and are issued at an administrative rate only. Any additional permits ordered during a calendar year will expire on the same day as other permits already issued to that organisation.

Replacement of any lost/stolen permits will be charged at the higher administrative rate.

No permits will be issued until full payment has been received and it is the responsibility of the customer to ensure that payment can be made at the time of application to avoid delays in permits being issued.

Payments can be made via cheque or debit/credit card, all cheques should be made payable to Harrow Council.

Purchase Orders will only be accepted for 20 permits or more and will be assessed on an individual basis with the Council reserving the right to issue an invoice. Applications must be received by the Council before the expiry date of the existing permits and only once the invoice has been paid in full will the permits be issued. It is up to the organisation to ensure that renewal applications are received well in advance as we cannot take responsibility for delays in issuing permits.