

HOLLY LODGE ESTATE

PARKING BADGE APPLICATION FOR PERMITTED VEHICLES REGISTERED TO AN HLE ADDRESS

Permitted vehicles are Category M1 defined as vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat—see overleaf.

Vehicles parked on the Estate must conform to the standards and rules laid out overleaf.

In the event of a dispute the HLE Committee will adjudicate.

Name							
Contact phone no							
Email Address							
HLE Address							
House Owner		House Tenant		Flat Tenant		Flat Leaseholder	
Tenants, please provide tenancy end date							
Make & model of Vehicle							
Registration of car requiring badge. Motor cycles do not require a badge							
If this is a replacement vehicle give reg. number of vehicle no longer needing a badge							

Whilst waiting for badge, please display a note clearly in your windscreen stating "AWAITING PARKING BADGE", your full HLE address, application date, and a contact phone number in case of emergency.

Please print and complete this form for the vehicle requiring a badge and make a copy of pages 1 & 2 of the DVLA V5. If the V5 does not have your HLE address, then please also make copies of:

- Proof that the vehicle is yours and registered to your HLE address or is a company vehicle in your charge
- Proof of HLE residency such as tenancy agreement or lease purchase agreement

Then either:

- drop all the documents in an envelope for the Holly Lodge Estate Manager at the Holly Lodge Estate Committee Postbox, by the Foreman's hut, opposite 8 Holly Lodge Gardens, or
- scan all signed documents and email to manager@hle.org.uk

I give permission for HLEC to hold the data provided here. The information gathered here is for HLE business only and will not be shared with any third parties. We are not able to issue a permit without this information

I have read and agreed to The Holly Lodge Estate Parking Regulations (see overleaf)

Signature

Date

FOR OFFICE USE ONLY

Initials Date MOT Tax EMF V5 Badge No

HOLLY LODGE ESTATE

PARKING REGULATIONS

At its discretion the Holly Lodge Estate Committee may grant the right to residents to park their vehicles, and those of their guests, on the Estate's roads.

PERMITTED VEHICLES: Only category M1 vehicles designed and constructed for the carriage of passengers and comprising no more than eight seats in addition to the driver's seat are granted permits – see <http://www.dft.gov.uk/vca/vehicletype/definition-of-vehicle-categories.asp> Motor cycles do not need a permit.

VEHICLES MUST DISPLAY A VALID BADGE AT ALL TIMES. Badges are valid subject to:

- Expiry Date
- Full payment of EMF (for plot-owners)
- Vehicle being fully licensed and holding current MOT certificate
- Vehicles being in constant use (SORN not recognised)

PLEASE NOTE:

- Vehicles must be parked as close as reasonably possible to their property so as not to inconvenience other residents.
- Vehicles must not park on yellow or white lines or on hatched areas.
- Vehicles must not park in such a way as to obstruct others.
- Tradesman's vehicles may only park Monday to Friday between 08:00 –18:00 and Saturday 09:00 – 13:00. No parking for tradesmen on Bank Holidays.
- Parking on the Hillway/Swain's Lane entrance is for 3 hours maximum and subject to a valid permit or visitors' notice being displayed.
- Parking is at the absolute discretion of the Holly Lodge Estate Trustees.

Whilst you are waiting for your parking badge to be issued please display a note headed with "AWAITING BADGE" plus the following information:

- The date of application, and
- A contact telephone number in case of emergency.

For visitors' and tradesmen's vehicles the address being visited must have parking entitlements and they must display a notice on the front windscreen at all times detailing:

- Date of visit to your address
- The full Holly Lodge Estate address, number and road, and
- A contact telephone number in case of emergency

NB. Visitor parking is short term only (2 weeks maximum). If you have visitors staying for longer than 2 weeks please contact the Estate Manager for a temporary permit.

Parking on the Estate is administered by:

MET Parking Services

<http://www.metparking.com/>

Customer Services Number: 0845 370 8004

MET Parking Services Ltd

PO Box 64168 London WC1A 9BE

If you wish to challenge or appeal a Parking Charge Notice, please contact MET Parking Services in writing by post or online as soon as possible using the above details.

MET Parking advise that their charges have terms as follows:

- Parking Charge Notice issued to contravening vehicle: £100.00 reduced to £60.00 if paid within the first 14 days.
- 28 days after the Parking Charge Notice: A Notice to Keeper is sent stating the charge is now £100.00.
- 14 days after the Notice to Keeper letter: A Reminder letter is sent giving a further 14 days within which to pay the Parking Charge Notice at £100.
- 14 days after the Reminder letter: A Final Reminder letter is sent giving a further 14 days within which to pay the Parking Charge Notice at £100.
- 14 days after the Final Reminder letter: MET may instruct a Debt Collection Agency to collect any sums due with any consequential costs arising being added to the sum due.