

HOLLY LODGE ESTATE

PARKING BADGE APPLICATION FOR TAXED VEHICLES REGISTERED @ HLE Permitted vehicles are cars and motorcycles only

Cars are defined as 4-wheel passenger carrying vehicles. Excluding private hire vehicles, Hackney cabs and all commercial and goods vehicles. Vehicles parked on the Estate must conform to these standards.

In the event of a dispute the Management Committee of the Estate 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/motorcycle requiring badge							
If this is a replacement vehicle give reg. number of vehicle(s) 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 have read and agreed to The Holly Lodge Estate Parking Regulations (see overleaf)	
Signature	Date

FOR OFFICE USE ONLY

Initials Date HLE register Tax EMF V5 Badge No

The information gathered here is for HLE business only and will not be shared with any third parties other than MET

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.

Vehicles must display a valid badge at all times. Badges are valid subject to:

- Expiry Date (if any)
- Full payment of EMF (for plot-owners)
- Vehicle being fully licensed
- 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.
- No parking on the Hillway/Swain's Lane entrance for more than 2 hours.
- 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:

- Your full Holly Lodge Estate address, number and road, and
- 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 must display a notice on the front windscreen at all times detailing:

- The full Holly Lodge Estate address, number and road, and
- a contact telephone number in case of emergency
- 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.

MET Parking Services

www.metreview.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.

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