



## Visitor's Parking Permit Application

You must provide the following original documents with your completed application form; photocopies will be accepted. **All documents for proof of residency must show your name and address.**

We cannot guarantee the availability of parking spaces to visitors to its estates.

Information and Documentation Required		
<b>1.</b>	<b>Proof of identity</b>	<ul style="list-style-type: none"> <li>• Full driving licence; or</li> <li>• Passport; or</li> <li>• Birth certificate</li> </ul> <p><i>If a sub-lessee, a letter is required from the leaseholder/owner of the property confirming they are the resident.</i></p>
<b>2.</b>	<b>Proof of residency</b>	<ul style="list-style-type: none"> <li>• Utility bill; or</li> <li>• Council tax bill; or</li> <li>• Tenancy Agreement</li> </ul>

### Terms and Conditions

Please carefully read the details terms and conditions below. Any breaches of this agreement may result in the withdrawal of the parking permit issued to you.

1. Visitors' Permits are issued subject to local conditions and are issued only to tenants and leaseholders of GHA, who will provide them to their visitors.
2. Visitors' Permits will not be given to residents in the following cases:
  - a. Where GHA has commenced legal action for breach of tenancy.
  - b. A resident is in rent arrears and is not adhering to a repayment agreement.
3. Visitors' Permits cannot be sold or transferred.
4. Visitors' Permits are valid for use only in the authorised areas of the estate and for the date/time that has been scratched off the permit.
5. Visitors may not park in allocated bays. A bay is allocated if it is marked up with a number.
6. A Visitor's Permit scratch card allows a person visiting a tenant/leaseholder to park a vehicle only in authorised areas on the estate. GHA cannot guarantee that a space will be available.
7. A valid Visitor's Permit must be clearly displayed with the correct date scratched off so that the details may be easily seen from outside the vehicle.
8. Faded or damaged Visitors' Permits which are illegible will be invalid.

9. Genesis, the DVLA and its contractors may clamp or remove any vehicle parked on its property which does not display a current road fund licence, Statutory Off Road Notice (SORN) or is parked in a designated "No Parking" area

***Breach of the above terms and conditions may result in the following action:***

- ***Issue of warning detailing nature of breach***
- ***Wheel clamping***
- ***Removal of vehicle***
- ***Withdrawal of the right to purchase parking scratch cards***

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**I understand and agree to the above terms and conditions.**

Name (tenant/leaseholder): \_\_\_\_\_

Signed (tenant/leaseholder): \_\_\_\_\_

Date: \_\_\_\_\_

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**Please take this completed form to Genesis: 192-196 High Road, Willesden, London, NW10 2PB. You must provide the correct fee (by cheque or Postal Order), and the documents listed for your application to be processed.**



**Genesis**

## Visitor's Parking Permit Application Form

Please note that schemes vary and there may be limited spaces; GHA cannot guarantee the availability of parking spaces to visitors to its estates.

Only tenants or leaseholders of the identified estate can apply for a visitor's permit for that estate.

<b>Resident's Details</b>	
Name	
Address	
Postcode	
Telephone	

**Amount Payable:** £10.00 for a book of 10 Visitor's Permit scratch cards or annual permit for £100.00. We only accept cheques or Postal Orders payable to GHA.

<b>Annual permit</b>	
<b>Book of 10 scratch cards</b>	

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### *For Office Use Only*

Proof of residency	
Proof of identity	

**Application successful:**   
**Application unsuccessful:**

Date permit issued		Date of expiry	
Payment details		Permit number	

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_