

# **Cedars Estate Parking permit conditions**

*(Updated October 2020)*

The Cedars Estate operates a Parking enforcement scheme, whose method of enforcement is the issuing of Parking Charge Notices (PCN).

Generally, permits will only be issued to the tenant or leaseholder. However, if the tenant or leaseholder is unable to collect the permit due to unforeseen circumstances a representative may collect the permit on their behalf. The representative must provide a letter of consent from the tenant or leaseholder giving them permission to collect the permit. The representative must provide proof of their identity.

Lambeth Council Tenants and Resident Leaseholders are eligible for one visitors permit and one visitors permit free of charge providing they meet the criteria listed below.

Non-Resident Leaseholders will not be eligible for a Residents permit and neither will any of their sub-let Tenants. They will only be eligible for a visitors permit providing they meet the criteria below.

Permits will **NOT** be issued to any Resident who has Rent/Service Charge, Shed or Garage Arrears. Those in arrears that require a parking permit will be required to clear their arrears in FULL and pay in ADVANCE.

## **Resident permits**

Residents will be issued with a resident's permit if they meet the terms and conditions and **all four** of the following criteria:

1. they are named on the tenancy or lease agreement
2. they live in the property
3. they have a car registered at the property
4. they can provide the correct documents as listed below

### **Documents required for issue of permits:**

#### **1. Proof of residence – one of the following:**

- Tenancy agreement
- Leasehold agreement with name & property address shown
- Rent swipe card
- Driving licence
- The most recent Household bill with tenant/leaseholders name and address

#### **2. Vehicle details – ALL of the following:**

- Vehicle registration document or purchase receipt and new keepers supplement. (this must show the Tenants/leaseholders address, we are unable to accept any documents with any other address)
- Current insurance certificate or cover note (MUST be in date)

- Valid Vehicle Tax. From 1 October 2014, the paper tax disc will no longer need to be displayed on a vehicle. However CETRA will still require proof that the vehicle has been taxed by way of an email confirmation or a receipt.

**We will not be able to issue a permit if the items listed above are not provided and there will be no exceptions to this rule.**

## **Visitor permits**

Residents will be issued with a visitor's permit if they meet the terms and conditions and can provide the required documents.

Documents required for issue of permits:

**Proof of residence – one of the following:**

- Tenancy agreement
- Leasehold agreement with name & property address shown
- Rent swipe card
- Driving licence
- The most recent household bill with tenant/leaseholders name and address

## **Previous Visitor Permits**

Only **one** visitor parking permit will be issued at any one time. If renewal of a Visitor Permit will result in overlapping dates, the previous one must be returned to the office before the new one will be issued. Any vehicle seen to be using it will be issued with a Parking Charge Notice (PCN).

## **Sub-Let Tenants**

Residents of the Cedars Estate who are renting privately from a landlord are only eligible for **ONE** visitors permit free of charge. In order to apply for a visitors permit they must meet the terms and conditions and can provide the required documents which are as follows;

- A copy of the most recent Tenancy Agreement
- Permission from the Leaseholder/Managing Agent (this can be by way of email or letter, we cannot accept verbal permission)
- The most recent household bill with tenant/leaseholders name and address

The Visitors permit will be issued until the expiry of the Tenancy Agreement for a period of 1 year (whichever comes first). The above documentation **MUST** be provided on each occasion a permit is applied for.

## **Company vehicles**

TMO residents will be issued with a resident's permit for a company vehicle if they are named on the tenancy agreement, provided that they can produce documentary evidence as shown below. Company vehicles will not qualify for a permit if there has already been a Resident Permit issued for that property.

Documents required for issue of permits:

1. **Proof of residence – one of the following:**

- Tenancy agreement
  - Leasehold agreement with name & property address shown
  - Rent book
  - Rent swipe card
  - Driving licence
  - The most recent household bill with tenant/leaseholders name and address
2. A letter on headed paper from the company confirming that the vehicle is allocated to the person.
3. Current insurance certificate or cover note.

**Disabled badge holders**

Disabled badge holders displaying a valid blue badge (formerly orange badge) can park on the estate for a maximum of three hours, but they must display their time clock. After the expiry of the time clock a valid parking permit must be displayed. If any obstruction is caused, the vehicle will be issued with a Parking Control Notice (PCN) and the fine will have to be paid.

Disabled badge holders cannot park in cross hatch areas, on the pavement or in any way that causes an obstruction. Any vehicle parked in breach of these conditions will be ticketed.

**Scheme operation times**

The Parking enforcement scheme will be in operation during the following times:

- Monday to Friday 7AM – 7PM
- Saturday 8AM – 12 noon

Residents must not park on cross hatch areas, pavements, outside bin chambers or gates at any times. Parking within blocks is also strictly prohibited.

**Moped/Motorcycle Owners**

Moped/Motorcycle owners do not need a permit for their vehicle. However, owners will be required to park their moped/motorcycle in accordance with these parking terms and conditions. mopeds/motorcycles can only be parked within the 4 slip roads across the Estate, inside or in front of a Garage providing that the Garage is rented by the owner of the moped/motorcycle. Failure to adhere to these regulations will result in the offending moped/motorcycle being issued with a Parking Charge Notice (PCN).

## **Conditions of use**

1. Parking permits will only be issued to tenants or leaseholders where there **are no rent, service charge, shed and garage arrears.**
2. Permits are only valid for the Cedars Estate. They can be **only** used on the slip roads on Cedars Road and Wix Lane. They are **not valid** on Victoria Rise or Wix Lane.
3. Usually Resident permits will be issued for the period of the vehicle tax. However, due to the pandemic CETRA have decided that Residents parking permits will now last for a period of 12 months (1 year)
4. Visitor permits will be issued for one year from the date of issue. In the case of Sub-Let Tenants visitors' permits are usually issued to the date of their Tenancy End date but due to the pandemic CETRA have decided that visitors permits for Sub-Let Tenants will now last for a period of 12 months (1 year)
5. The issue of a parking permit does not guarantee the right to park in a certain area or that a space will be available. Parking is available on a first come first serve basis.
6. The permit must be displayed clearly in the windscreen of the vehicle. Any vehicle not clearly displaying a valid parking permit will be issued with a PCN. This only applies to residents who are provided with a visitors parking permit disc
7. Vehicles will be issued with an instant PCN if they are parked in any specified no parking area, even if they are displaying a valid parking permit.
8. Any vehicle parked on a crosshatch area, in front of block gates or yellow lines will be issued with a PCN even if a valid parking permit is displayed.
9. Vehicles will be issued with a PCN if they fail to have valid vehicle tax even if they have a valid parking permit. It is the resident's responsibility to ensure tax is renewed on time.
10. SORN vehicles are not permitted on the Cedars Estate and will receive a PCN.
11. Vehicles will be allowed a 15-minute grace period to display their permit providing the vehicle is not parked in a no parking area. This only applies to those who are provided with a visitors parking permit disc
12. Vehicles will be issued with a PCN if they are displaying an illegible permit. It is the permit holder's responsibility to ensure that the information on the permit is clearly visible. This only applies to those who are provided with a visitors parking permit disc
13. Vehicles will be issued with a PCN if they are displaying a faded parking permit. It is the permit holder's responsibility to ensure the information on the permit is clearly visible. This only applies to those who are provided with a visitors parking permit disc

14. If a permit is lost or destroyed, a fee of £75 is payable for the issue of a replacement permit. If a permit is stolen the Resident will be required to provide a CAD reference number from the Police. The permit will be cancelled immediately, and any vehicle found to be using the permit will be issued with a PCN. This only applies to those who are provided with a visitors parking permit disc
15. In the case of leaseholders sub letting to a third party, only one visitor permit will be issued to the household.
16. If you are refused a permit and you subsequently borrow one from another resident, the borrowed permit will be cancelled and you will not be eligible to apply for a permit for a further 12 months.
17. The tenant/leaseholder or freeholder shall not do or permit to be done in connection with the use of the parking permit anything which, in the opinion of the Cedars Tenant Management Organisation, may be or become a nuisance or annoyance to or in any way interfere with the quiet or comfort of the tenants on Cedar Estates or of any other person.
18. Abusive behaviour to fellow residents, office staff and contractors will not be tolerated. Should any incidents occur, the TMO may revoke all parking permits.
19. Garage owners are permitted to park outside their garages provided their permit displays the address of their garage and they do not obstruct other vehicles and the pathways. It is the permit holder's responsibility to ensure the correct garage number is displayed on the permit. If you receive a visitors parking permit disc the number will be visible on the permit. If you apply for a Residents permit you MUST notify CETRA of your garage number to ensure we add this to our iView Platform. CETRA will not be responsible for PCN's issued where a garage number is not showing and has not been supplied by the Resident
20. Daily visitor permits can be purchased from the office for £5 per day. Any Residents in arrears will **NOT** be allowed to purchase day permits. In order to apply for a daily parking permit you must notify CETRA via email. You will then be provided with a time to attend the CETRA Office to pick up and pay for their permit using a credit/debit card. No cash payments are acceptable.
21. Permits will be withdrawn if they are found to be forged or declared falsely lost. This will result in all permits being withdrawn for a period of 12 months. This only applies to those who are provided with a visitors parking permit disc
22. CETRA may at any time summarily rescind the parking permit if a tenant shall neglect to observe any of these conditions.
23. The following vehicles may be towed after a TORTS notice has been affixed to it:
  - Abandoned vehicles
  - Vehicles with expired vehicle tax

## Appeals

If your vehicle has been ticketed and you wish to appeal against the ticket please contact Private Parking Solutions (London) Ltd directly.

**PLEASE NOTE:** CETRA are not involved in the appeals procedure. If a vehicle is ticketed it is the vehicle owners responsibility to follow the appeals procedure. CETRA will not be contacting our Parking Operatives in relation to any appeals.

## **APPEALS PROCEDURE**

Appeals can be made in writing and send to:

**Private Parking Solutions (London) Ltd, PO Box 1115, West Drayton, UB8 9XD**  
Or by emailing [appeals@privateparkingsolutions.co.uk](mailto:appeals@privateparkingsolutions.co.uk)

Every appeal is assessed on an individual basis by a dedicated department to ensure a quick response, within 14 to 28 days. Furthermore, if the customer is not satisfied with the response issued by PPS Ltd, they then have the opportunity to appeal Parking on Private Land Appeal (POPLA) administered by Ombudsman Service Limited.

Common reasons why appeals are unlikely to be unsuccessful:

- Your permit fell down, was blown off the dashboard/ on the seat, etc.
- Your permit was not displayed clearly, face up, on your vehicle's dashboard
- You forgot to display your permit
- You only stopped for a few minutes
- You were only a few minutes overdue

## **APPEAL REJECTED?**

If your appeal has been rejected, you have 2 options:

1. Pay the Parking Charge Notice. If we received your appeal within 14 days of the contravention you will be eligible for the discounted fee of £60.
2. You can make an appeal to POPLA – the Independent Appeal Service by completing appeal form online on <http://www.popla.co.uk>

Please, note that if you wish to appeal to POPLA, you will lose right to pay the charge at the discounted rate of £60.00, and should POPLA's decision not go in your favour you will be required to pay the full amount of £100.00.

## **POPLA**

POPLA will carry out an independent assessment and base their decision on evidence provided by both the motorist and the parking operator. They can only consider the lawfulness of a Charge and cannot consider mitigating circumstances.

**I confirm that I accept the terms & conditions for issue and use of the permit/s.**

Signed..... Print Name.....Date: .....

Address:.....