

# Terms and Conditions

## School Streets Parking Exemption

1. Residents may view the School Street Zone area detailing the roads and operational hours on our website.
2. There is no charge for a vehicle to be added to the exemption list for a school street.
3. 10 working days' notice must be given for a vehicle to be added to the whitelist on the first application or for any subsequent change of vehicle.
4. It is an offence to give false or misleading information. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and the exemption will be withdrawn.
5. Havering Council has a duty to protect public funds and may use information the applicant provides to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public funds.
6. Havering Council wishes to prevent fraudulent applications. If you know of or suspect fraud, please call 01708 432617. All calls are treated in the strictest confidence.
7. In order to get an exemption you will need to scan / photograph a copy of the relevant documents listed below and email<sup>1</sup>  
[Trafficandparkingcontrol@haverling.gov.uk](mailto:Trafficandparkingcontrol@haverling.gov.uk)

For residents:

- Proof of your address as a resident within the school street zone and
- Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at

For unregistered carers:

- A covering letter from the person you care for that is a resident within a school street zone and
- Proof of disability for the person you are caring for, e.g. a Doctor's letter and
- Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number

For registered carers:

- Proof you are a registered carer for a resident within a school street zone, e.g. a carers allowance award letter and
- Proof of your vehicle V5C / lease agreement / company car showing your name and the vehicle registration number

For parents:

- Proof of your child's school attendance at a school within a school street zone and

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<sup>1</sup> It is the sender's responsibility to redact all confidential and sensitive information. After 12 months your email will be deleted.

- A copy of the child's or an immediate family members blue badge and
- Proof of the vehicle V5C / lease agreement / company car showing the name and the vehicle registration number for the holders of the blue badge(s)

For businesses

- Proof of the business name trading at the specified address
- Proof of your vehicle V5C / lease agreement / company car showing your name / business
- Proof your business has private parking accessed through a restricted school street, e.g. a property plan
- Proof of any vehicle owned by your employees requiring access to your private parking should meet one or more of the following conditions;
  - Proof of employment, e.g. wage slip or contract with sensitive information redacted and;
  - Proof of the vehicle V5C / lease agreement / company car showing your employees name and the vehicle registration number or;
  - Proof of insurance showing your employee is a named driver

For private off street parking accessed within a zone

- Proof of your vehicle V5C / lease agreement / company car showing your name, the vehicle registration number and the address it is registered at
- Proof you have private parking accessed through a restricted school street, e.g. a property plan or garage rental agreement in your name

8. The vehicle against which an exemption is applied for must be registered to the same name referred to in item 7 herein, except where the vehicle is on long term hire/lease or belongs to the applicant's employer. Evidence is required, such as a copy of the lease agreement and/or letter from employer confirming the use of the vehicle.
9. The vehicle against which an exemption is applied for must not carry more than 12 passengers exclusive of the driver or exceed 2.3 metres in height.
10. The applicant will support their exemption application by providing the documentation outlined in item 6 and will produce such evidence if requested to do so by a Council Officer.
11. An exemption only applies to a school street zone that has a permit designation prefixed with 'S'
12. It should be noted that an offence of obstruction may be caused if a vehicle is parked so as to block a properly constructed vehicle crossing over the footway. The Council has the powers to withdraw an exemption from anyone who persistently obstructs someone from gaining access to or egress from their property.
13. The applicant will notify Havering Council of any changes in their personal circumstances which may affect the validity of the school street exemption including but not limited to the sale/disposal of the vehicle.

14. Vehicles displaying a valid Disabled Person's badge can park without charge or time limit in a residents/dual use parking place provided that the vehicle is being used by a disabled driver or has set down or is due to pick up a disabled passenger.
15. On occasions the Council may suspend the whole or part of a parking place but this will only be done for certain specific reasons when absolutely necessary. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a Penalty Charge Notice and your vehicle may be removed.