

## Appendix 1 – Proposed PEP 2021-26 - Permit and voucher policy and permissions


	How can a permit be purchased	Permissions – where can the permit holder park? (see the permit permissions page for more detail)	Which groups are eligible to purchase the permit?	Zones covered by the permit	Maximum no. of vehicle registrations on a permit	Duration of permit/voucher	Limits – number of permits/vouchers per property/household	Proof required to purchase	Does “CO <sub>2</sub> Emissions-based charging” apply?
<b>Resident motorcycle permit</b>	Online or by post.	Resident bay, shared use bay, permit holder bay, and motorcycle bays	Motorists over 16 years old who live in Hackney whose permanent address is in Hackney. The vehicle must be registered and insured to the same address* (hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	Home PZ only.	One	12,6,3 months	One permit, per person. (Residents may obtain a resident permit alongside their resident motorcycle permit).	Evidence of residency in a PZ, through an automated check or documentary proof. Resubmission of evidence is only required if a person's address changes. Registration of vehicle at permit holder's address through automated DVLA check or documentary proof, and self-certification	Yes
<b>Resident motorcycle electric permit</b>	Online or by post.	Resident bay, shared use bay, permit holder bay, and motorcycle bays	Motorists over 16 years old who live in Hackney whose permanent address is in Hackney. The vehicle must be registered and insured to the same address* (hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	“Electric Roamer permit” holders of an electric parking permit can park across all Hackney controlled parking zones for four hours during 10:00a.m. to 2:00pm. (scheme is not active if match day restrictions are in place).	One	12,6,3 months	One permit, per person. (Residents may obtain a resident permit alongside their resident motorcycle permit).	Evidence of residency in a PZ, through an automated check or documentary proof. Resubmission of evidence is only required if a person's address changes. Registration of vehicle at permit holder's address through automated DVLA check or documentary proof, and self-certification	Yes

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<b>Resident permit</b>	Online or by post.	Resident bay, shared use bay, permit holder bay.	Motorists over 17 years old who live in Hackney whose permanent address is in Hackney PZ for a minimum of five days a week. The vehicle must be registered and insured to the same address* (excluding hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	Home PZ only.	One.	12,6,3 months	One permit, per person. (Residents may obtain a resident motorcycle permit alongside their resident permit).	Evidence of residency in a PZ, through an automated check or documentary proof. Resubmission of evidence is only required if a person's address changes. Registration of vehicle at permit holder's address through automated DVLA check or documentary proof, and self-certification	Yes.
<b>Electric resident permit</b>	Online or by post.	Resident bay, shared use bay, permit holder bay.	Motorists over 17 years old who live in Hackney whose permanent address is in Hackney PZ for a minimum of five days a week. The vehicle must be registered and insured to the same address* (excluding hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	“Electric Roamer permit” holders of an electric parking permit can park across all Hackney controlled parking zones for four hours during 10:00a.m. to 2:00pm. (scheme is not active if match day restrictions are in place).	One.	12,6,3 months	One permit, per person. (Residents may obtain a resident motorcycle permit alongside their resident permit).	Evidence of residency in a PZ, through an automated check or documentary proof. Resubmission of evidence is only required if a person's address changes. Registration of vehicle at permit holder's address through automated DVLA check or documentary proof, and self-certification	Yes.
<b>Paper visitor voucher/ visitor e-voucher</b>	Online or by post. (you can not apply for e-vouchers by post).	Resident bay, shared use bay, permit holder bay.	Residents who permanent address is in a Hackney PZ for a minimum of five days a week.	Home PZ only.	N/A.	Two hour and one-day vouchers are available.	40 books per household, per year only. Discounted rate for blue badge holders and people over 60 (first two books per calendar month)	Evidence of residency in a PZ, through an automated check or documentary proof. Resubmission of evidence is only required if a person's address changes.	No.

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<b>Estate motorcycle permit</b>	Online or by post.	The permit is only valid for the estate parking zone it is issued.	Motorists over 16 years old who live in Hackney whose permanent address is on a non-gated Hackney Council managed estate. The vehicle must be registered and insured to the same address (excluding hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	Home estate PZ only.	One permit per household.	12 months	One permit per household. (Estate residents may obtain an estate permit alongside their estate motorcycle permit).	Evidence of residency in a PZ, through an automated check or documentary proof	No.
<b>Estate permits</b>	Online or by post.	The permit is only valid for the estate parking zone it is issued.	Motorists over 17 years old who live in Hackney whose permanent address is on a non-gated Hackney Council managed estate. The vehicle must be registered and insured to the same address (excluding hired vehicles and company vehicles where the vehicle can be registered at a different address). The permit cannot be used for business purposes.	Home estate PZ only.	One	12 months	One permit per household. (Estate residents may obtain an estate motorcycle permit alongside their estate permit).	Evidence of residency in a PZ, through an automated check or documentary proof	No.
<b>Estate paper visitor voucher</b>	Online or by post.	The voucher is only valid for the estate parking zone it is issued.	Residents over 17 years old whose permanent address is on a non-gated Hackney Council managed estate.	Home estate PZ only.	N/A	One day	24 books per household per year (limited to two per household per month unless there is an arrangement with the neighbourhood housing office).  Discounted rate for people 60 and over (one day, ten cards in a book, valid for six months from date of issue).	Evidence of residency in a PZ, through an automated check or documentary proof	No.

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<b>Business motorcycle permit</b>	Online or by post.	Shared use bay, permit holder bay, business bay.	Businesses located within a PZ area may apply for a business permit. Applications will be considered only where it is essential to have parking provision for the efficient operation of business.	Home business PZ only.	Three vehicles can be allocated to one permit (can only be used in one vehicle at any time.) All VRMs must be registered in advance and the vehicle that needs to be parked must be selected as the protected vehicle on the permit holder's account.	12 or 3 months.	There are a maximum of five permits per business premise. (Businesses can obtain a business permit and a business motorcycle permit)	<b>Vehicle details from automated DVLA check or documentary proof. Self-certification of need.</b> Non-domestic bill with the company's status. Corporate tax or VAT return.	Yes.
<b>Business motorcycle electric parking permit</b>	Online or by post.	Shared use bay, permit holder bay, business bay.	Businesses located within a PZ area may apply for a business permit. Applications will be considered only where it is essential to have parking provision for the efficient operation of business.	“Electric Roamer permit” holders of an electric parking permit can park across all Hackney controlled parking zones for four hours during 10:00a.m. to 2:00pm. (scheme is not active if match day restrictions are in place).	Three vehicles can be allocated to one permit (can only be used in one vehicle at any time.) All VRMs must be registered in advance and the vehicle that needs to be parked must be selected as the protected vehicle on the permit holder's account.	12 or 3 months.	There are a maximum of five permits per business premise. (Businesses can obtain a business permit and a business motorcycle permit).	<b>Vehicle details from automated DVLA check or documentary proof. Self-certification of need.</b> Non-domestic bill with the company's status. Corporate tax or VAT return.	Yes.
<b>Business permit</b>	Online or by post.	Shared use bay, permit holder bay, business bay.	Businesses located within a PZ area may apply for a business permit. Applications will be considered only where it is essential to have parking provision for the efficient operation of business.	Home business PZ only.	Three vehicles can be allocated to one permit (can only be used in one vehicle at any time.) All VRMs must be registered in advance and the vehicle that needs to be parked must be selected as the protected vehicle on the permit holder's account.	12 or 3 months.	There are a maximum of five permits per business premise. (Businesses can obtain a business motorcycle permit and a business permit)	<b>Vehicle details from automated DVLA check or documentary proof. Self-certification of need.</b> Non-domestic bill with the company's status. Corporate tax or VAT return.	Yes.

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<b>Electric business permit</b>	Online or by post.	Shared use bay, permit holder bay, business bay.	Businesses located within the PZ area may apply for a business permit. Applications will be considered only where it is essential to have parking provision for the efficient operation of business.	“Electric Roamer permit” holders of an electric parking permit can park across all Hackney controlled parking zones for four hours during 10:00a.m. to 2:00pm. (scheme is not active if match day restrictions are in place).	Three vehicles can be allocated to one permit (can only be used in one vehicle at any time.) All VRMs must be registered in advance and the vehicle that needs to be parked must be selected as the protected vehicle on the permit holder’s account.	12 or 3 months.	There are a maximum of five permits per business premise. (Businesses can obtain a business motorcycle permit and a business permit)	<b>Vehicle details from automated DVLA check or documentary proof. Self-certification of need.</b> Non-domestic bill with the company’s status. Corporate tax or VAT return.	Yes.
<b>Doctor’s permit</b>	Online or by post	Allocated Doctor’s bay only.	Doctors who work for the NHS to provide a GP service and are regularly required to make emergency visits..	One bay only.	One.	12 months.	One assigned to a corresponding bay.	<b>For permit:</b> Proof of medical status <b>and</b> self- certification of regular emergency visits. <b>For bay:</b> Regular simultaneous emergencies required for more than one bay.	Yes.
<b>All zone permit</b>	Online or by post.	Resident bay, shared use bay, permit holder bay, business bay.	Anyone except london borough of Hackney employees	All zones.	Three.  Can only be used in one vehicle at any time. All VRMs must be registered in advance and the vehicle that needs to be parked must be selected as the protected vehicle on the permit holder’s account.	12 months.	None.	<b>Vehicle details from automated DVLA check or documentary proof. Self-certification of need.</b> Internal applicants must also <b>self-certify their</b> absolute need for parking.	Yes

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Internal all zone permit	Online or by post	Shared use bay, permit holder bay, business bay.	Hackney staff members and contractors working on behalf of London Borough of Hackney	All zones including estates	One.	12 months.	None.	Sign off from a head of service, job role requires visits to residents throughout the borough or requires car travel, works for London borough of Hackney (LBH) or a contractor working on behalf of LBH.	Yes.
Blue Badge	From the Mobility Team, by post, forms downloadable online.	Shared use bay, disabled bay (clock not required unless there is a time limit), pay and display bay, single/double yellow lines  (up to 3 hours). Can only be used if the Blue Badge holder is present.	People with disabilities may be eligible for this badge, depending on the nature of their disability. There is no requirement for the holder to own a vehicle or be able to drive.	All zones (can also be used outside Hackney).	N/A.	Most badges are issued for three years only. However, certain exceptions apply.	N/A	Proof of residency within Hackney, proof of identity, evidence provided in application.	No.

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<b>Companion e-badge</b>	<p>From Parking Services by post, forms downloadable online, (or from Mobility Team if applying for or renewing a Blue Badge at the same time). Apply using the e-permits system</p>	<p>1) As per resident permit (in your home PZ only).</p> <p>2) In a generic disabled parking bay in your home PZ only - (⌚ required only if signs show a time limit).</p> <p>3) Personalised permit parking bays, with your companion e-badge with a unique reference number.</p> <p>Personalised permit parking bays are only for residents with disabilities who have met the eligibility criteria, applied for, passed the assessment and been awarded a bay.</p> <p>Companion e-badge holders can park in a resident bay, shared use bay and permit holder bay in your home PZ only.</p>	<p>Hackney resident blue badge holders only. The Blue Badge holder must be the owner and driver of the vehicle.</p> <p>Residents applying on behalf of a dependent under 18, must be the main driver, keeper of the vehicle and be registered at the same address where the companion e-badge is required.</p> <p>The dependent must:</p> <ul style="list-style-type: none"> <li>• hold a valid blue badge</li> <li>• live at the same address as you.</li> </ul>	<p>The Blue Badge holder Hackney home parking zone only.</p>	<p>One vehicle, per Blue Badge, per person.</p>	<p>Up to three years, to match the duration of the linked Blue Badge.</p>	<p>One per person. Blue Badge and evidence of residency in a PZ, through an automated check or documentary proof.</p> <p>Estate residents who apply for a companion e-badge and a free estate's residence permit must cover the same vehicle registration mark.</p> <p>We do not allow more than one vehicle per person.</p>	<p>Blue Badge and evidence of residency in a PZ, through an automated check or documentary proof</p> <p>Registration of vehicle at permit holder's address through automated DVLA check or documentary proof and self-certification.</p>	<p>Yes.</p>


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Community support permit (previously health and social care permit.)	By post, Forms downloadable online.  Online under the health e-voucher system.	Resident bay ⌚ (up to 3 hours), shared use bay ⌚ (up to 3 hours), permit holder bay ⌚ (up to 3 hours).	Staff working for organisations providing essential health and social care services to residents.  Applicants must spend at least 30% of their time on the road visiting the community, working in medical or social care and working for a specifically named institution. These include: Homerton Hospital, NHS primary care and mental health trusts and certain community sector organisations. Community sector organisations working in vulnerable people's homes will be considered on a case-by-case basis.	All zones.	Three.	12 months.	Limits vary between organisations - see chapter four of the PEP.	<b>Vehicle details from automated DVLA check or documentary proof.</b> A letter from the organisation, with the line manager supporting the application Worker's job description to determine eligibility <b>and</b> job descriptions to illustrate the work.	No.
Community support paper voucher/ Community support e-voucher (previously health and social care vouchers.)	By post, forms downloadable online.  Online under e- permits system.	Resident bay, shared use bay, permit holder bay.	Organisations eligible for health and social care permits can purchase health and social care vouchers.  Applicants must spend at least 30% of their time on the road visiting the community, working in medical or social care and working for a specifically named institution. These include Homerton Hospital, NHS primary care and mental health trusts and certain community sector organisations. Community sector organisations working in vulnerable people's homes will be considered on a case-by-case basis.  Private companies working on behalf of the Council will also be considered.	All zones.	N/A.	Three hours (maximum).	None.	Proof of eligibility for Health and social care permit.	Yes.



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<b>Pay and display ticket or parking session</b>	At the machine using cash, by phone or at <b>PayPoint</b> locations.	Shared use bay, pay and display bay.	All.	Specific to the local area.	N/A.	Some bays have a maximum stay period, which is indicated on the sign by the bay.	None.	N/A.	No.
<b>Dedicated bays Car club permit</b>	By post. <b>Online under e- permits system.</b>	Round trip car clubs (Zipcar and Enterprise club) - car club bays only,	<b>Hackney's car club providers</b>	<b>One bay only,</b> <b>Round trip car clubs in home parking bay and zone only.</b>	Round trip car clubs are one.	12 months.	Permits should only be sold to correspond with bays.	<b>Vehicle details from automated DVLA check or documentary proof.</b>	Yes.
<b>Floating car club licence</b>	By post.	Floating car club services (Zipcar) - resident bays and shared use bays.	Hackney's car club providers	<b>Floating car clubs may park in all zones and no zone borough-wide parking for residents and shared use bays only.</b>	Floating car clubs participating vehicles are livered	12 months.	Floating car club services may park in resident bays and shared use bays but will only be allocated to licence a limited number of vehicles.	<b>Vehicle details from automated DVLA check or documentary proof.</b>	TBD
<b>Market trader permit</b>	<b>Online or by post.</b>	TBD	<b>Market Traders in Hackney.</b>	TBD	TBD	TBD	TBD	<b>TBD</b>	TBD
<b>Car sharing permit</b>	<b>Online or by post</b>	<b>Resident bay, shared use bay, and permit holder bays in both CPZs that the vehicles are registered to.</b>	<b>Residents in CPZs in Hackney.</b>	<b>The two zones that</b>	<b>Two</b>	<b>12 Months.</b>	<b>A maximum of two PZs can be added to a resident car sharing permit</b>	<b>Vehicle details from automated DVLA check or documentary proof.</b>	<b>Yes</b>

\*excluding students whose vehicle is registered at a term-time address.

### Key

 Clock must be displayed

Text in **red** indicates proposed policies that have not been implemented.

Text in **green** indicates new policies if approved with the PEP.

## CO<sub>2</sub> emissions-based charging

Bands	CO <sub>2</sub> Emissions (g/km)	Cost (relative to standard permit price) <sup>2</sup>
1	0	9%
2	1-50	15%
3	51-75	25%
4	76-90	35%
5	91-100	50%
6	101-110	75%
7	111-130	100%
8	131-150	146%
9	151-170	190%
10	171-190	281%
11	191-225	371%
12	226-255	512%
13	Over 255	733%

<sup>1</sup> Where the DVLA does not store CO<sub>2</sub> emissions for the vehicle, engine size in cc is used instead.

<sup>2</sup> There is a £150 levy on all diesel vehicles. Prices for vehicles built prior to 2001 will be increased.

<sup>3</sup> Where more than one vehicle uses the permit, it will be charged according to the most polluting of the vehicles.

## Appendix 2 - Permit and voucher allowance matrix

Each customer's allowance to obtain a permit or voucher (if all other eligibility criteria is met)

	Resident Permit on street	Companion e-badge	Estate resident permit	Business permit	Community Support permit	All zone permit (external)	Visitor vouchers (paper & electronic)	Estate visitor vouchers	Market traders permit	Car sharing permit
Resident on street	✓	✗	✗	✗	✗	✓	✓	✗	✗	✓
Resident on Hackney estate	✓*	✗	✓*	✗	✗	✓	✓	✓	✗	✓
Blue Badge holder on street	✗	✓	✗	✗	✗	✓	✓	✗	✗	✓
Blue Badge holder on estate	✗	✓	✗	✗	✗	✓	✓	✓	✗	✓
Resident in a car free development	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗
Business owner	✗	✗	✗	✓	✗	✓	✗	✗	✗	✗
visitor	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
Worker in borough**/ commuter	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗
Traders of Hackney Council markets	✗	✗	✗	✗	✗	✗	✗	✗	✓	✗
Support worker in the community	✗	✗	✗	✗	✓	✗	✗	✗	✗	✗

\* Permits must cover the same vehicle

\*\* Worker in the borough does not include those employed by the London Borough of Hackney. Council workers should read the staff parking policy available

Separate motorcycle permits can also be obtained for residents and business permits in addition to the allowance of permits listed above e.g. you may purchase one resident permit for your motorcycle and one resident permit for your car.

### Appendix 3 – Policy on discretion and mitigation

If you contest a penalty charge notice (PCN/PCN) issued by Hackney Council, we will consider the grounds for cancellation you put forward to us.

The following are examples of mitigating circumstances:

- There was a medical emergency which meant the driver had no choice but to park in contravention - this may not apply to moving traffic contraventions. We will need to see evidence of this.
- The driver was forced to contravene in order to avoid a traffic accident - we will need to see evidence of this.
- The driver was directed to contravene by the police - we will need to see evidence of this.
- The vehicle was picking up or dropping off passengers (in a section of the road where this is legally allowed) – we will need to see evidence of this.
- The vehicle had broken down (and this was reported shortly afterwards) – we need to see satisfactory proof of breakdown recovery, repair or parts replaced.
- The vehicle was stolen at the time of the contravention – we will need to see proof in the form of a police report or insurance claim.

Before you submit your representation, please note:

- These are guidelines, not rules, and they depend on the area in which the contravention occurred.
- You should supply as much documentary evidence as possible to support your case.
- We will treat each case separately, which means we will not always cancel a PCN issued in one of the circumstances listed above.
- We will not repeatedly cancel PCNs for the same reason.

We will take into account the following factors when considering your representations:

- Whether there was an absolute need to park – such as the mitigating circumstances listed above.
- The extent to which the motorist could have parked correctly.
- The effect of the motorist's parking on traffic and safety.

We may also cancel a PCN where an exemption applied but was not visible to the Civil Enforcement Officer who issued the ticket – for example, if the driver was loading or unloading heavy or bulky goods at the time in a section of the road where this was allowed.

We will not generally cancel a PCN where the driver made an error, did not understand the regulations or has received a PCN after failing to renew a permit.