

Cedars Estate Parking permit conditions

(Updated December 2023)

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 Residents 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.

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 the Cedars Road and the back of Cedars Road that is adjacent to Wix Lane. They are **not valid** on Victoria Rise or Wix Lane themselves.
3. Visitor Parking Permits can only be used by genuine visitors to your property. Residents cannot allow Friends, Family or Others to use their parking permit to park on the Estate and go to work, do shopping etc. The Resident whose parking permit it belongs to will have their permit invalidated and they will be issued with a 12-month ban.
4. Resident permits will be issued for the period of the vehicle tax and will expire on the day that the current vehicle tax expires (they are no longer issued for 1 year as was the case during the pandemic). Please Note; Resident permits are electronic and therefore a physical permit will not be issued when applying for this type of parking permit.
5. Visitor permits will be issued for one year from the date of issue. In the case of Sub-Let Tenants visitors' permits; these will be issued until the expiry of the tenancy agreement (they are no longer issued for 1 year as was the case during the pandemic). Visitors permits cannot be issued to a Sub-Tenant who does not have a tenancy agreement with their landlord unless the Landlord confirms in writing what the position is with the tenancy (i.e rolling contract) in which case the permit will only be issued for 1 month.
6. 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. There are 4 sites for parking; 2-180 Cedars Road, 194-300 Cedars Road, 1-107 Cedars Road and 121-189 Cedars Road in which Residents can park in any of these areas.
7. Parking Permits 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. Permits being blown down when closing the car door or permits falling down the dashboard itself are classed as not displaying a valid parking permit.
8. 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. Please refer to the on-site signage for further information on specified parking areas.
9. Any vehicle parked on a crosshatch area, in front of block gates, inside the block itself or on single/double yellow lines will be issued with a PCN even if a valid parking permit is displayed.
10. 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.

11. SORN vehicles are not permitted on the Cedars Estate and will receive a PCN if found to be parking anywhere on the Cedars Estate.
12. Vehicles will be allowed a 15-minute grace period to display their permit providing the vehicle is not parked in a no parking area.
13. 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. If your permit is illegible, you must bring it to the CETRA Housing Office to be rectified (please do not attempt to rectify this yourself as you risk receiving a PCN by doing so)
14. 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. If your permit is faded you must bring it to the CETRA Housing Office to be rectified (please do not attempt to rectify this yourself as you risk receiving a PCN by doing so)
15. 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.
16. In the case of leaseholders sub letting to a third party, only one visitor permit will be issued to the household (see sub-section 'Sub-Let Tenants' above for further information)
17. If you are refused a permit and you subsequently borrow one from another resident, the borrowed permit will be cancelled and you and the Resident whose permit it was will not be eligible to apply for any parking permits for a further 12 months.
18. 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.
19. Abusive behaviour to fellow residents, office staff and contractors will not be tolerated. Should any incidents occur, the TMO may revoke all parking permits.
20. Garage owners are permitted and encouraged to park outside their garages provided their permit displays the address of their garage. This will then free up parking spaces on the estate for residents who do not rent a garage. 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 you must notify CETRA of your garage number in advance so that the garage number can be added to the permit. If you apply for a Residents permit you must notify CETRA of your garage number in advance 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.

21. Daily visitor permits can be purchased from the office for £5 per day. Daily permits only last for the day in which they are purchased for and do not run for 24 hours. Any Residents in arrears will **NOT** be allowed to purchase day permits. You can attend the CETRA office in person to purchase a daily permit or you can apply by calling the CETRA office on 020 7926 7555 or emailing us at cedars@lambeth.gov.uk at which point a payment link will be text/emailed to you to make payment. If you know the registration of the vehicle you need to park we can add this to our electronic system but if you do not know the registration then you will need to collect a physical visitors parking permit from the CETRA office.
22. Permits will be withdrawn if they are found to be forged, photocopied, used in an incorrect manner (refer to clause 3 above) or declared falsely lost. This will result in all permits being withdrawn for a period of 12 months.
23. CETRA may at any time summarily rescind the parking permit if a tenant shall neglect to observe any of these conditions.
24. The following vehicles may be towed after a TORTS notice has been affixed to it:
- Abandoned vehicles
 - Vehicles with expired vehicle tax
 - Vehicles continually parking in breach of the parking terms and conditions and ignoring any PCN's that have been issued previously

Appeals

If your vehicle has been issued with a PCN and you wish to appeal against it, 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 owner's 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

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.