

## Appendix 1b - PEP 2022-27 report appendices

### Appendix A - PEP 2022-27, 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?
On-street - resident permit	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 a 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, except for sole traders, whose business is registered at the same address as their home.	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.
On-street resident motorcycle permit	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 a Hackney PZ for a minimum of five days a week. 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, except for sole traders, whose business is registered at the same address as their home.	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

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On-street visitor voucher (paper scratchard /e-voucher)	Online or by post. (you cannot apply for e-vouchers by post).	Resident bay, shared use bay, permit holder bay.	Residents whose 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 . Discounted rate for blue badge holders and people over 60 (first 24 books ordered per year) In areas where parking stress is high, or air quality is poor, variable limits may be introduced for visitor vouchers in the affected parking zones.	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.
	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, except for sole traders, whose business is registered at the same address as their home.	Home estate PZ only.	One	12 months	Variable - limits on the number of permits per household is set on an estate by estate basis. Most estates have a limit of 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. 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>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 for a minimum of five days a week. 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, except for sole traders, whose business is registered at the same address as their home.	Home estate PZ only.	One permit per household.	12 months	Variable - limits on the number of permits per household is set on an estate by estate basis. Most estates have a limit of 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. 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>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 for a minimum of five days a week 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). In areas where parking stress is high and in order to protect spaces for residents and Blue Badge holders variable limits may be introduced for visitor vouchers in the affected parking zones.	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>Car sharing permit</b>	Online or by post	Resident bay, shared use bay, and permit holder bays in both CPZs that the vehicles are registered to.	Residents in CPZs in Hackney.	The two zones that	Two	12 Months.	A maximum of two PZs can be added to a resident car sharing permit	Vehicle details from automated DVLA check or documentary proof.	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. Using a vehicle to travel between meetings will not be classed as essential.	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.
<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. Using a vehicle to travel between meetings will not be classed as essential.	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.

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Market trader permit	Online or by post.	Market traders will be given a designated badge ID which they will need to display in their vehicle whilst parked.  Shared use bay, permit holder bay (except resident bays).	Market Traders in Hackney.	All zones.	One	12 or 6 months (Trader badges will expire simultaneously with its respective licence and must be renewed accordingly.)	One permit per trader	Proof of being a licence holder.	No
Doctor's permit	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.
All zone permit	Online or by post.	Resident bay, shared use bay, permit holder bay, business bay.	Anyone except Hackney Council 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>	Yes

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Internal all zone permit	Online or by post	Shared use bay, permit holder bay, business bay, resident bay, <a href="#">estate resident bay</a> .	Hackney staff members and contractors working on behalf of Hackney Council	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 Hackney Council, or a contractor working on their behalf.	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>	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>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>	The Blue Badge holder Hackney home parking zone only.	One vehicle, per Blue Badge, per person.	Up to three years, to match the duration of the linked Blue Badge.	<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 residents permit must cover the same vehicle registration mark.</p> <p>We do not allow more than one vehicle per person.</p>	Blue Badge and evidence of residency in a PZ, through an automated check or documentary proof Registration of vehicle at permit holder's address through automated DVLA check or documentary proof and self-certification.	Yes.



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<b>Community support permit (previously health and social care permit.)</b>	<p>By post, Forms downloadable online.</p> <p>Online under the health e-voucher system.</p>	<p>Resident bay 🕒 (up to 3 hours), shared use bay 🕒 (up to 3 hours), permit holder bay 🕒 (up to 3 hours).</p>	<p>Staff working for organisations providing essential health and social care services to residents.</p> <p>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.</p>	All zones.	Three.	12 months.	Limits vary between organisations - see chapter four of the PEP.	<p><b>Vehicle details from automated DVLA check or documentary proof.</b></p> <p>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.</p>	Yes
	<p>By post, forms downloadable online.</p> <p>Online under e- permits system.</p>	Resident bay, shared use bay, permit holder bay.	<p>Organisations eligible for health and social care permits can purchase health and social care vouchers.</p> <p>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.</p> <p>Private companies working on behalf of the Council will also be considered.</p>	All zones.	N/A.	Three hours (maximum).	None.	Proof of eligibility for Health and social care permit.	Yes.
<b>Community support paper voucher / Community support e-voucher (previously health and social care vouchers.)</b>									



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<b>Pay and display ticket or parking session</b>	At the machine using cash, by phone or <a href="#">at PayPoint locations</a> .	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.	Yes.
<b>Dedicated bays Car club permit</b>	By post.  <a href="#">Online under e- permits system.</a>	Round trip car clubs (Zipcar and Enterprise club) - car club bays only,	Hackney's car club providers	One bay only,  Round trip car clubs in home parking bay and zone only.	Round trip car clubs are one.	12 months.	Permits should only be sold to correspond with bays.	Vehicle details from automated DVLA check or documentary proof.	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	Floating car clubs may park in all zones and no zone borough-wide parking for residents and shared use bays only.	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.	Vehicle details from automated DVLA check or documentary proof.	TBD

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

### Key



Clock must be displayed

Text in black are current policies

Text in [blue](#) indicates policies that have been approved but not been implemented.

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

\* 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

When launched, separate motorcycle permits will also be able to 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.