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**REGULATIONS**  
**of the**  
**HANGER HILL GARDEN ESTATE**

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**NOVEMBER 2022**

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## Introduction

These Regulations are issued by the board of directors (the "**Board**") of the Hanger Hill Garden Estate Limited ("**HHGE**") pursuant to the provisions of Clause 6 of the lease between HHGE and each flat owner. The Regulations supplement the provisions contained in the Fifth Schedule of each lease, a copy of which is included at Annex 2. In addition, these Regulations also apply to flat owners who do not have a lease with HHGE directly.

One of the responsibilities of the Board is to ensure that the covenants in the lease between the flat owner and HHGE are adhered to. These covenants, set out in the Fifth Schedule of the lease and in these Regulations are intended to ensure that all residents enjoy peaceable and quiet enjoyment of their flat, and the aesthetic values of the Estate are maintained. These Regulations are also intended to ensure compliance with local planning requirements. Please keep this document somewhere handy for easy reference. If you do not live in your flat and have sublet it, you must give a copy to the sub-lessee and urge them to read it and comply with its covenants. These Regulations apply to the rear as well as the front of the buildings.

Most of the regulations are contained within the lease, in particular the Fifth Schedule. In addition, as the Estate has been designated a Conservation Area by the London Borough of Ealing for many years there are certain obligations (and benefits) stemming from that. A copy of the Conservation Guide is available free of charge from the Planning Department Council Offices at Perceval House.

Please note that in the case of sublet flats, flat owners are ultimately responsible for the observance of the covenants in the lease. In particular, please note that the Board's consent is required before any flat is sublet. The policy of subletting is set out in Section E below. If a sub-lessee fails to heed warnings about complying with the lease covenants, the Board will withdraw its consent to the sublease and the flat owner will be in breach of the lease. The Estate's solicitors will be instructed to take whatever action is deemed appropriate to ensure compliance with the lease. Further, if damage has been caused to communal areas as a result of a sub-lessee's actions, any costs incurred in making good any affected area will be charged to the flat owner.

Any consent required under the lease (e.g. for internal alterations, subletting, window replacements) should initially be referred to the Caretaker who will refer the matter to the Board. In addition any planning consent required should be sought from Ealing Council. In some instances consent of both the HHGE Board and the Ealing Council will be necessary.

### **A. Use of Outdoor Areas**

1. Please avoid walking on the lawns in the front of the blocks and take heed of the "Keep off the Grass" signs. Please stick to the paths and avoid cutting corners. Residents who observe others walking on these lawns are encouraged to inform them about such restrictions.
2. Children are not allowed to play on the front lawns, or the Estate access and service roads.
3. Drying of clothes in all areas outside your flat, including the front and rear staircase areas, the rear lawns and on the balconies is strictly prohibited.
4. No plants or other articles should be placed on window or balcony ledges – these clearly are a potential hazard.
5. Apart from the black rubbish bins, the rear of all blocks should always be kept free from rubbish and other items. These areas must be kept clear for access in emergencies. Moreover rodents and foxes are easily attracted to loose rubbish.
6. Any items left in any of the communal areas will be liable to be removed at a cost to the flat owner. Further, where internal refurbishment or redecoration is carried out, any rubble or other mess arising from such works must not be left in the communal areas. Again, removal costs will be charged to the flat owner.
7. Residents are permitted to use the paddock behind Rutland, Thanet and Oxford Courts and the rear lawns behind the blocks on the north side of Queens Drive and Links Road for barbecues and picnics and for general discreet use. Disposal type barbecues should not be lit directly on the lawn - this is to prevent the grass being burnt. Residents should avoid causing undue noise or disturbance to others. In particular, the paddock is not permitted for the erection of any constructions whether for sports or otherwise.
8. With the exception of the paddock area, ball games are not permitted to be played on any other areas of the Estate.

### **B. Noise and Nuisance**

All residents should be aware that noise from walking on both the front and rear staircases and noise generated from within flats can be a nuisance to neighbouring residents, particularly to those residing in the same block.

1. The living areas of the flat including bedrooms must be close covered with carpet and underlay. Hard floor coverings are strictly prohibited. The absence of carpets can cause considerable noise that is easily transmitted to neighbouring flats especially to flats that are immediately below. If any flat is identified or reported as being uncarpeted and is causing a noise disturbance as a result, we will require the flat owner to take action and address the lack of carpeting accordingly. If no action is taken within a reasonable time, the Board will refer the matter to the Estate's solicitors to take legal action to enforce this lease requirement. We hope that everyone understands the reasons why carpeting is a matter explicitly addressed in the lease.
2. Noise levels should always be kept to a minimum so as not to invade your neighbour's peace and the lease is strict on this topic. If the noise can be heard in an adjacent flat, it is too loud.
3. Please avoid slamming both communal and the internal doors in your flat, and please do use the staircases as quietly as possible.
4. Musical and mechanical equipment cannot be used or played or any music or singing is to take place in the flat so as to be audible outside of the flat and not at all between midnight and 8.00 am.

### **C. Internal Alterations and Decorations**

Flat owners wishing to refurbish their flats must inform the Caretaker as to what arrangements and changes are proposed. Flat owners are responsible for carrying out their own internal decorations. Structural alterations, such as removal, moving or adding of walls and rooms, widening of door openings, or any other change that could possibly have a structural impact must be approved by the Board in writing prior to work commencing, as they may impact on the structural soundness of the flat and of adjacent flats. Such requested alterations should be notified to the Caretaker who will report details to the Board. The changes will need to be approved by a qualified structural engineer, receive building control approval from Ealing Council and written consent from the Board before any alterations are undertaken.

1. Any noisy works in connection with alterations, repairs or improvements, such as drilling, hammering etc may only take place between the hours of 9.00 am and 6.00pm Monday to Fridays inclusive and between 9.00am and 2.00pm on Saturdays, but not at all on Sundays and Public Holidays. Contractors must strictly observe the time period within which works are allowed.
2. Contractors are prohibited from parking on the Estate's grounds. Parking Permits can be obtained by contractors from the Ealing Council for parking on public streets. Alternatively, Resident Visitor Vouchers can be purchased from Ealing Council Parking Services and supplied to the Contractor as necessary.
3. It is the responsibility of the flat owner to ensure that all debris resulting from work carried out is removed from the Estate promptly, where possible using the rear staircases so as to avoid damage to the front staircases.
4. At no time must debris, equipment or tools be allowed to impede access to either front or rear staircases Steps must be taken to ensure that dust, dirt etc. arising from the works, is contained within the flat.

5. Dust sheets must be used in the internal common hallways to protect the flooring, and your workmen must ensure that these areas are cleaned at the end of each working day.

#### **D. External Alterations, Repairs and Maintenance**

1. It is the responsibility of the Estate for maintaining and repairing the exterior of the buildings and the common parts. No changes to communal parts of buildings, manholes, drainage or any parts of the structure and facilities of the Estate should be made unless previously authorised in writing by the Board.
2. In the event that any work to the internal areas of flats affects communal areas and facilities, you must first provide full details of the work to be undertaken, insurance cover of the contractors and plans to the Board for consideration and written approval before commencement of such work.
3. Alterations such as installation or re-routing of external waste pipes must be carried out to an appropriate quality standard as agreed by the Board i.e. pipework must be painted black and reinstatement of rendering at the rear must be a good match to the existing rendering. All such alterations require written consent in advance from the Board. This also applies to handrails.
4. Any problems that might be observed in the communal areas should be reported to the Caretaker.
5. Flat owners will be held responsible and liable for all costs to rectify any damage that they or their contractors cause to communal property or areas.

#### **E. Subletting**

In relation to sub-lets, flat owners are required to obtain the prior consent of the Board before entering into such sub-lease. The Board does not have any principled objection to granting consent, save for addressing concerns as to compliance with the Fifth Schedule. The Board's policy for granting consent applicable is as follows:

1. Where a flat owner sublets the flat, prior consent of the HHGE Board must always be obtained. No consent will be granted unless all of the following conditions have been satisfied:
  - a. the sublease must be an assured shorthold tenancy of at least 6 months duration, and copies of the proposed sub-lease must be provided to the Board;
  - b. the sublease must contain a provision requiring the sub-lessee to abide by the covenants in the Fifth Schedule of the lease between the flat owner and HHGE and these Regulations. The sub-lease must also explicitly provide that violations of such covenants will be grounds for the flat owner to regain possession. Note that if the Board considers that a violation has occurred, it will request that the flat owner regain possession of the flat otherwise the consent of the Board will be withdrawn and the flat owner will be in breach of

his lease; and

- c. copies of references from the previous landlord of the proposed sub-lessee must be provided to the Board. If a previous landlord's reference is not available, then a suitable employer's reference will be required.
2. Flats can only be occupied by one household, i.e., a family unit. Sharers are not permitted.
3. Requests for consent and copies of the sub-lease and the proposed sub-lessee's previous landlord's or employer's reference must be sent to the Chairman of the Board. The Board shall deal with such requests as efficiently as possible.
4. The Board will consider very seriously any breaches of the covenants on sublets and will either withdraw its consent or declare that such consent has not been given. In either case, the flat owner will be in breach of the lease with HHGE.
5. If the flat is occupied by family members of the flat owner, the flat owner remains principally liable for compliance by the family members with the covenants contained in the Fifth Schedule and these Regulations.

The above requirements apply whether or not the sub-lease is arranged through a letting agency. It would be helpful if your letting agent is made aware of the above requirements. If there are any questions as to the policy on sub-leasing, please do not hesitate to contact the Board.

#### **F. Replacement of Windows**

Original window frames and cills which, in the opinion of HHGE, need repairing or replacing are dealt with by HHGE Ltd as they are part of the external structure. In other circumstances the Board will permit the lessee to replace windows, at his or her own expense, provided the following conditions are met:

1. All necessary planning permissions from Ealing Council must be obtained.
2. The Caretaker must be notified prior to commencement of works.
3. Replacement windows must match existing windows visually, and the Board must approve the design in writing before work commences. In the case of rear windows, the PVC frames are permitted subject always to maintaining aesthetic consistency.
4. The quality of the windows and the workmanship of the installation must be of a high standard particularly in reference to visual appearance, future maintenance and render repairs.
5. If an unauthorised change to the windows comes to the attention of HHGE staff or the Board, work is required to be suspended until all the necessary requirements are demonstrably satisfied.

## **G. Staircases**

1. Both internal and rear staircases must be kept clear at all times. Items are not permitted to be left on any of the staircases. Residents are not allowed to hang pictures on the walls of these areas.
2. Storage of flammable materials i.e. paint, cleaning solvents, cardboard and paper is strictly prohibited.
3. No items, including bicycles, motorcycles and scooters, pushchairs, invalid chairs, toys and prams, are to be stored in the internal staircase areas and in all areas outside the rear doors of the flats. Only black rubbish bins are permitted outside rear doors of the flats.
4. No smoking is allowed in the front or rear staircase areas.

## **H. Parking**

There are approximately 54 parking spaces on the Estate, and several hundred cars owned by flat owners or sub-lessees. Accordingly, there are far fewer parking spaces on the Estate than there are flats. We therefore have in place parking restrictions which are as follows:

1. Only vehicles displaying HHGE parking permits may be parked on the Estate and strictly in the designated parking areas only.
2. Residents parking in the Estate's designated parking spaces must display a HHGE parking permit.
3. Vehicles parked outside the designated spaces (including on the grass verges), causing an obstruction or not displaying a valid HHGE parking permit will be subject to clamping and/or removal (or other penalty) without notice.
4. Cars displaying an HHGE parking permit and parked on the grounds of the Estate including the service roads are done so at the risk of the car owner.
5. There are no visitors permits. Visitors and contractors must park outside of the Estate areas in the Controlled Parking Zones on the Queens Drive, Links Road or Monks Drive, using visitors permits obtained from the Ealing Council if necessary.
6. Only vehicles of an appropriate size may use the designated spaces to ensure unrestricted access for service and emergency services vehicles.
7. Commercial vehicles owned or operated by residents will not be issued with HHGE parking permits.
8. Abandoned or apparently abandoned vehicles i.e. vehicles not displaying a current road tax licence disc and/or licence plate will be removed without notice.
9. Parking on the service road adjacent to 1-6 Buckingham House is only allowed on one side of the road, as shown on the notices within this area. Cars should be carefully parked there as refuse collection vehicles periodically use that road for



access and there is a risk of damage by such refuse collection vehicles to parked cars that are not parked properly within the narrow area designated for parking.

10. Please also note that parking behind Kent Court and Inverness Court in front of the garages at the rear of these blocks is prohibited. Any cars parked in these areas will be subject to clamping and/or removal without notice.
11. An application form for a parking permit is attached at Annex 4. Additional Forms may also be obtained from the Caretaker or the Chairman of the Board. Once approved by the Board, applications will be passed to our parking contractor (Parking Control Management (PCM)) who will issue the permit and send it to the applicant.

Please note that a maximum of two parking permits will be issued per flat and parking permits will be issued for a specific vehicle and will display the registration number of that vehicle. Permits are not transferable between vehicles.

Please do ensure that you enclose the following with the completed application form:

- (i) a self-addressed stamped envelope;
- (ii) a copy of your vehicle registration document;
- (iii) if you are a sub-lessee, a copy of your lease or utility bill or your letting agent's details, in order that we can verify that you are resident at the stated address; and
- (iv) a cheque in favour of "Parking Control Management Ltd" for £2.

#### **I. Water leaks, damp issues**

1. Internal damp and related damage is most often caused by residents not allowing sufficient ventilation in their flats. Residents are encouraged to open their windows often, alternatively use dehumidifiers. Damage caused as a result of internally generated damp is the responsibility of the flat owner.
2. If you have suffered damage to walls or decoration as a result of a water leak from an adjacent flat, please contact the Caretaker.
3. The Caretaker will conduct an initial investigation before consulting the Board.

#### **J. Utility Installations**

1. The Caretaker must be advised in advance if you are planning new gas, water, central heating, flue, drainage, extractor fans, cable TV, telephone or other utility installations.
2. It is a legal requirement that all gas installations and repairs must be carried out by a Gas Safe registered contractor. The Caretaker must be advised of their Gas Safe registration details. Gas boilers must not vent into the rear staircase areas.
3. If you wish to read your electricity meter, please contact the Caretaker in advance so that arrangements can be made for access to the meters.

## **K. Handrails**

Any lessee requiring a handrail to assist with access to the front entrance to the flats must ensure:

1. The handrail and installation conform to the approved design for the Estate.
2. Written permission is obtained from the Board via the Caretaker.

## **L. Roof Access**

1. For safety reasons no one, resident or contractor, may access the roof area without prior permission and co-operation of the Caretaker.

## **M. Refuse Collection**

1. Refuse should be placed in close tied bags within the dustbins, euro bins or wheelie bins (coloured black) provided. If you are unwell for a short period and are unable to dispose of your refuse in the bins provided, please contact the Caretaker for assistance.
2. Rubbish bags must not obstruct the rear staircases, nor must they be stored where they are exposed to vermin such as rats, mice, squirrels etc.
3. Recyclable rubbish must be put in the designated "Recyclable" Bins (coloured blue).
4. Recyclable rubbish must be put in green boxes obtainable from Ealing Council, not in carrier bags, and only placed outside front entrances on the morning of collection. However, recyclable plastic items must be placed in a separate container (also provided by Ealing Council) to those used for glass, paper, tins and cans etc.
5. If you have made arrangements with the Ealing Council to collect larger items of household rubbish e.g. furniture, fridges and freezers etc., please notify the Caretaker.

These rules are necessary to discourage rats, squirrels, pigeons and foxes from ripping open the bags and strewing their contents around.

Collection normally occurs on Wednesday mornings for both refuse and recycling.

#### **N. Satellite Dishes, Aerials and Cable TV**

1. These must not be erected outside of the flat and are not to be erected on the roofs or exterior walls or in the common parts.

There is now a communal TV aerial and satellite dish, which is owned by Shared Dish Systems Ltd. Satellite TV connection is available for an annual fee on application to this company ([www.shareddishsystems.tv](http://www.shareddishsystems.tv)). Terrestrial TV connection is available for an initial connection charge.

#### **O. Pets**

1. The HHGE Ltd. Board have never given approval for any pets to be kept in the flats on the Estate. This is to ensure that the communal areas are kept as clean as possible, and to avoid causing nuisance to other residents

#### **P. Harassment**

All residents should avoid doing anything that could cause any nuisance or harassment to other residents. Any complaint involving nuisance or harassment received by the Board will be taken very seriously indeed and will involve the police as a matter of course, besides invoking requirements specified in the lease against offenders.

# **ANNEX 1**

## **Useful Contact Numbers**

### **H.H.G.E Ltd Board**

Chair: Alun Rowlands  
E: [alunathome@ntlworld.com](mailto:alunathome@ntlworld.com)  
Mobile: 07736 812513

Vice-Chair: Janis Dodd  
E: [janis\\_dodd@yahoo.co.uk](mailto:janis_dodd@yahoo.co.uk)

Ms Mutsumi Motomatsu

Ms Fatemi Athar

Mr Mohammad Moattar

### **Caretaker**

Ola Awe

Hours: Mon-Fri 8.00am – 4.30 pm

Mobile: 07931 229644

Only emergency calls can be made to Ola outside his working hours and at the weekends. Please do not make unnecessary and non-urgent calls to him outside his working hours.

### **Managing Agents**

**Property Manager – Vivian Emanuel – Mobile: 07824 -166636**

JFM Block & Estate Management  
Middlesex House  
130 College Road  
Harrow  
HA1 1BQ

Switch Board: 020 3865 7789

### **Ealing Council**

Switchboard: 020 8825 5000  
Refuse collection: 020 8825 6000

### **Hanger Hill Safer Neighbourhood Team**

12 Ashbourne Parade  
W5 3QS  
[Hangerhill.snt@met.police.uk](mailto:Hangerhill.snt@met.police.uk)  
<http://www.met.police.uk/teams/ealing/hangerhill/index.php>  
020 8721 2947 – General  
0300 123 1212 – Crime Reporting  
999 – Emergency / Crime In Progress

## **ANNEX 2**

### **THE FIFTH SCHEDULE - Regulations to be observed by the Lessee**

1. Not to allow any musical or mechanical equipment to be used or played or any music or singing to take place in the flat so as to be audible outside the flat and not at all between the hours of midnight and 8 am.
2. Not within the written consent of the Lessor (which may be withheld or withdrawn entirely at the Lessor or Surveyor's discretion) to keep any animal, bird, insect or reptile in the Flat and not to permit it to foul gardens.
3. Not to keep in any part of the retained property (except such parts designated by the Lessor for that purpose) any motor vehicle, bicycle, tricycle, invalid chair, perambulator, toy motorcar or other vehicle.
4. Not to reside or use or to permit any other person to reside in or use the Flat unless the floors (including passages) are close covered with carpet and underfoot or (in the bathroom lavatory and kitchen only sound absorbing floor covering) and not to install any hard floor finishes in any part of the Flat.
5. Not to leave or deposit or allow to be left or deposited outside the Flat or adjoining the Flat any articles of kind which in the opinion of the Lessor or the Surveyor are unsightly or dangerous to the other tenants of the Estate or to the licensees or invitees of the Lessor and not to place or fix outside the windows of the Flat any sun blinds window boxes flowerpots or other articles and not to put or hang or permit to be hung any clothing or other articles upon the outside of the Flat or the Estate.
6. Not to place any advertisement sign or notice of any description whatsoever nor any indication of the kind commonly known as a "to let" or "for sale" board in the windows or on the outside of the Flat or any part of the Estate or at or near to any of the entrances of the Estate.
7. To furnish all the windows of the Flat with suitable curtains or blinds and will at least once a month clean all windows both inside and out.
8. Not to permit meetings for any purpose to be held in the Flat which are likely to cause a nuisance or annoyance.
9. No employee of the Lessor is authorised to have custody of the keys of the Flat except at the Lessee's risk or to receive any parcels, letters, goods or chattels either for delivery to the Lessee or any of his family guests or employees or from any person for collection by or delivery to tradesmen and other except at the risk of that person. The Lessee will indemnify the Lessor and its staff and agents against any claims by his family guests or employees in respect of any loss or damage to any such articles or arising out of delay or delivery in collection of the same.
10. Not to cause any obstruction or any interference with free access to the entrance hall passages staircases.

11. Not to allow or permit anyone to play games of any type or to sit or lounge or to picnic in the gardens fronting the blocks of flats forming the Estate.
12. Not to remove from the Flat any waste or refuse except in a suitable container of a type to be approved by the Lessor such container to be placed outside the rear door of the Flat.
13. Not to permit any noisy works of repair to the Flat or any noisy works in connection with any alterations and improvements to the Flat for which the Lessor shall have given consent to be carried out except between the hours of 9.00am to 6.00pm on Mondays to Fridays inclusive and between the hours of 9.00am to 2.00pm on Saturday and not at all on Bank or Public Holidays.
14. To observe at all times the "keep off the grass" signs.

## **ANNEX 3**

### **EMERGENCY PROCEDURES**

These procedures do not cover all emergencies or eventualities and are meant to be a guide only.

#### **Water Damage/Leak and Serious Flood**

One of the most common events in a block of flats is water penetration affecting a neighbouring property. The water pipes and other services within a flat are demised to the property and the flat owner is therefore responsible for any repairs or renewals required.

An owner will be liable to make good any damage caused to a neighbouring flat due to penetration of water from a leaking pipe within their own property. Water damage caused to the fabric of a neighbouring flat will normally be covered by the buildings insurance, subject to an excess, which is currently £250 on each and every claim and the flat owner from where the leak originated will be responsible to pay this excess. Water damage may result from pipework to or from a bath, sink or toilet, an overflowing WC, leaking central heating pipes or radiators, defective water cylinders, burst or blocked pipes, or faulty connections to/from washing machines and dishwashers. Flat owners are asked to exercise care and to check their plumbing at regular intervals.

Please also note the position of the mains stopcock and other stop valves within and outside your property and turn these on and off at intervals to ensure they are working and can turn easily. If you require assistance locating these valves, please ask the Caretaker for assistance.

1. In the event of a leak into your flat from an adjacent property, you should inform the owner by knocking on the door or leaving a note. If the leak occurs during normal working hours you should also inform the Caretaker.
2. In the event of a serious leak outside normal office hours and if the occupant of the flat cannot be contacted, please call the Caretaker for assistance.
3. If the Caretaker and the flat owner cannot be contacted and the leak is severe, you may have to consider arranging emergency access into the flat to find the source of the problem and to turn off the water. In this instance, you will need to call an emergency locksmith and plumber and also inform the local police the reason you are having to gain access into another property
4. If emergency access has had to be obtained into a flat, you should leave a note on the door with your details, so the resident is able to obtain access if the locks have had to be changed, and also inform the Caretaker as soon as possible. The flat owner will be required to cover the emergency contractor's costs.
5. If water has penetrated and damaged your flat, please advise the Caretaker and inform the owner of the flat that had the leak that they will be expected to cover the excess (currently £250) and obtain this payment from them.

### **Other Emergencies**

For other emergencies affecting your property, such as burglary or fire, the police or fire services should of course be contacted immediately, but where windows, external doors, staircase or other property outside the flats are damaged, the Caretaker should be informed. This also applies to your neighbours' flats if they are unoccupied at the time. The cost of repairing those parts of the flats which are the responsibility of HHGE will normally be covered by the buildings insurance. In the event of a fire:

1. Please call for the Fire Brigade.
2. Do not try to extinguish the fire
3. Help evacuate any elderly or infirm residents
4. Leave the building

### **Contacting the Caretaker Out of Hours**

The Caretaker should only be contacted outside normal working hours, when there is a **serious** emergency, such as a leak from an unoccupied flat. If someone is locked out, the communal lights fail or there is a noise from neighbours, this is not regarded as a serious emergency.



## ANNEX 4

### Application for HHGE Resident's Parking Permit

<b>Name</b>	
<b>Address</b>	
<b>Post code</b>	
<b>Contact Telephone No.</b>	
<b>Contact Mobile No.</b>	
<b>Contact Email Address</b>	
<b>Vehicle Registration Number</b>	

- PLEASE ATTACH A COPY OF YOUR VEHICLE REGISTRATION DOCUMENT WITH YOUR APPLICATION
- IF THE VEHICLE IS NOT REGISTERED TO AN ADDRESS ON THE ESTATE, PLEASE PROVIDE A COPY OF THE VEHICLE LEASE AGREEMENT
- IN THE CASE OF TENANTS RENTING A PROPERTY ON THE ESTATE, PLEASE PROVIDE A COPY OF YOUR RENTAL AGREEMENT OR DETAILS OF YOUR LANDLORDS OR LETTING AGENTS TELEPHONE CONTACTS AND EMAIL ADDRESSES IN ORDER THAT WE CAN VERIFY THAT YOU ARE A TENANT AT THE STATED ADDRESS
- THE FEE FOR A PARKING PERMIT IS £2. PLEASE MAKE YOUR CHEQUE PAYABLE TO "PCM"
- RETURN COMPLETED APPLICATION FORM WITH COPIES OF REQUIRED DOCUMENTS IN A SELF ADDRESSED ENVELOPE TO:

Ola Awe  
Caretaker HHGE Limited  
(Mobile 07931 – 229644)

- I understand that my permit must be displayed clearly in the windscreen of my vehicle at all times.
- I will ensure that there is a valid Tax disc in my vehicle at all times.
- I understand that permits are issued for the benefit of residents only.
- I agree to park my vehicle inside designated parking spaces on the Estate's grounds.

**Note!** Failure to comply with any of the above will result in vehicles being immobilised and/or removed.

Signed..... Name..... Date.....

**Confidentiality:** Our contractors - Parking Control Management's policy is to work with the Police/DVLA and the HHGE Board to monitor parking and vehicle related crime. They reserve the right to discuss details of any vehicle parked on the Estate with these organisations.