



ENVIRONMENT AND REGENERATION DEPARTMENT

Adrian Ash - interim Director

**Parking Services
London Borough of Merton
Merton Civic Centre
London Road
Morden SM4 5DX**

**Switchboard: (020) 8274 4901
Email: parkingpermits@merton.gov.uk
My Ref: ES/SM/Lucien school street
Date: 27th February 2023**

Dear Resident
Re Exemption process

Wimbledon Park Primary school street extension – Lucien Road

The existing school street restriction is being extended to include Lucien Road
The restricted roads and periods are listed and apply only during school term time.

Havana Rd SW19 - <i>existing</i>	8.15 am - 9.15 am
Wellington Rd - <i>existing</i>	2.45 pm – 3.45 pm
Lucien Rd SW19 – proposed extension	

During the restricted periods, only those who are authorised (Residents/Businesses who live/work in the above roads) will be allowed access via an exemption. Teachers and those with special need children can also apply for an exemption.

1. Anyone who is eligible and would like to enter the School Street **MUST** register their vehicle.
2. Even if you have a Residents Parking Permit, you still need to register for an exemption to 'enter' the School Street.
3. Your Resident Parking Permit does NOT automatically cover you to drive into the School Street.
4. Vehicles parked on these roads before the start of the restriction will be able to leave the location but not enter.

Please use the link below to make your application. Please see the reverse of this letter for details on how to make your application.

<https://www.merton.gov.uk/streets-parking-transport/school-safety-zones>

Please note that your exemption is valid as soon as the application has been submitted and must be renewed on an annual basis.

Kind Regards
Parking Services

Step by step guide on how to apply for your exemption on-line

If you already use the pay by phone cashless parking service in Merton and have registered with RingGo previously, you can skip Step 1 and go straight to Step 2.

Step 1 – Register

- Go on-line to <https://www.myringgo.co.uk/merton> this is our permit software system which is hosted for us by RingGo.
- Click on the exemption type you require from the options on the screen.
- Select the 'Register' option which can be found on the page below the permit information.
- Enter you name, email address and contact number, and set a password to complete your registration.
- An email will be sent to the address you provided asking you to verify your registration.
- Once you have verified your registration you will be sent an email confirming you have successfully set up your RingGo account.

Verification and confirmation emails are sent from noreply@myringgo.com Please make sure you check your 'Spam' and 'Junk' folders if you do not receive the emails soon after you have completed the registration process.

Step 2 – Exemption Application

- Go on-line to <https://www.myringgo.co.uk/merton> and log in to your account.
- Select 'Permit Applications' then click on the link to 'Apply for a new permit' which is below the 'My Permit Applications' page header.
- Select the permit application type you require from the list
- Enter your post code, click find address and select your property address from the list and click next.
- Enter your vehicle registration number.
- Read the terms and conditions, confirm you accept and click next

Step 3 – Copies of Proof Documentation

The Experian automatic residency check will be able to verify addresses for the majority of exemption applications. If it cannot verify your residency you will need to upload copies of the relevant documents. There is not an automatic checking process for vehicle ownership records held by the DVLA. You will have to upload a copy of your proof of vehicle ownership (or usage) to complete your application.

Please refer to the information above for details of what proof documents we will accept.

To upload proof of address documents:

- Under 'Proof of Address' click on 'Please Select' and choose which document type you will be uploading.
- Click on 'Upload' and navigate to the location on your computer or laptop where the copy document is saved.
- Select the document file and click 'Open'.

To upload proof of vehicle documents:

- Under 'Proof of Vehicle' click on 'Please Select' and choose which document type you will be uploading.
- Click on 'Upload' and navigate to the location on your computer or laptop where the copy document is saved.
- Select the document file and click 'Open'.
- Click 'Confirm' This uploads the document(s) to your permit application and can take a few moments.
- Click 'Finish'. This will take you back to the 'My Permit Applications' page which will show summary details of your permit application.