ENVIRONMENT AND REGENERATION DEPARTMENT
Chris Lee - 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/**
Date: **28 September 2020**

Dear Resident,

<u>School Safety Zone</u>

As part of the Council's objective to reduce congestion, pollution, collisions, and provide a safe environment within the vicinity of schools the council are introducing road closures outside the school listed below. The restricted hours are listed and apply only during school term time.

Date Valley School	Cricket Green (cul-de sac section)	8.00 - 9.15am 2.45 - 4.00pm

During the closure time the roads will be predominately 'pedestrian and cycle only'. Residents who live in these roads will be allowed access as will teachers and those with special need children who need to be driven to school.

During these restricted hours any valid resident/visitor permits will NOT be valid when entering the above roads within your controlled parking zone. Vehicles parked on these roads before the start of the restriction will be able to leave the location but not enter.

Exemption is required even if you hold an existing residents permit. 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.

Kind Regards

Parking Services

Step by step guide on how to apply for your permit 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 permit 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 – Permit 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 permit 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.