



23<sup>rd</sup> March 2021

**Re: Parking Controls – Willow Tree Court, Crawford Avenue, Wembley, HA0**

Dear Resident,

We are writing to inform you that Parking Control Management (UK) Ltd. has been requested by your Managing Agent to operate a vehicle enforcement service incorporating your address. This service will commence from **13<sup>th</sup> April 2021** and will operate on a 24 hour, 7 days a week basis.

As from the above date you will always be required to always display a valid visitor parking permit in the windscreen of your vehicle when parked within the marked visitor bays on the access road before the gates to willow tree court.

You must contact your resident directors, Niraj or Rashmika on [permits@willowtreecourt.co.uk](mailto:permits@willowtreecourt.co.uk) prior to your visitor arriving to arrange a valid visitor permit which they will provide you. The permit will be valid within the marked visitor 'V' bay ONLY, the full permit must be clearly displayed within the windscreen and is valid between the designated hours which you have requested ONLY. The bays are for the use under a first come, first served basis.

**\*Please Note: Line marking is due to be carried out on 26<sup>th</sup> March 2021, we kindly advise that you keep this access road fully clear from 8am as the visitor spaces are due to be marked on this date.**

**TERMS AND CONDITIONS:**

**Vehicles must display a valid PCM permit clearly in the windscreen.**

- **Visitor 'V' bays – Valid visitor permit**

**Vehicles Must parked fully within the confines of a marked bay.**

No parking is permitted outside of a marked bay at any time.

Please see enforcement signage throughout all restricted areas. Failure to adhere to the advertised parking regulations will leave vehicles subject to the issue of a Parking Charge Notice (PCN) of £100.00 reduced to £60.00 (if paid within 14 days of issue). All vehicles that are enforced will be photographed beforehand to confirm permit or location status.

Your Managing Agent has no jurisdiction over enforced vehicles and will under no circumstances will they act as mediators in any cases concerning enforcement action of any vehicles.

If you have any queries or require further information, please do not hesitate to contact us on 01753 512603 or visit <https://www.parkingcontrolmanagement.co.uk/contact>.

Yours Sincerely,

Parking Control Management (UK) Ltd

*Please note: If this correspondence has been hand-delivered, the delivery may have been recorded by a body-worn camera. This footage is retained solely for internal delivery compliance purposes and as evidence in cases of dispute.*

PCM are very aware of the current situation regarding COVID-19 and how this is affecting residents across the UK where we provide parking services. ALL staff who visited have been provided with Personal Protective Equipment (PPE) to facilitate the safe implementation and operation of the parking scheme and this will be in place for the foreseeable future to safeguard both our staff and your protection against COVID-19 at this time.