

## Application for resident parking permit

Resident parking permits will only be issued if you permanently reside in a controlled parking zone area and where resident and visitor only parking bays are available in your road. The residential parking permit will be valid for a specific registered vehicle and zone. Residential permits should not be used to park when visiting other areas within the zone, such as visiting other households or local amenities.

If you are eligible to receive permits and wish to do so, please complete this form in BLOCK CAPITALS using black ink. **Incomplete forms cannot be accepted.**

If you require more than one resident parking permit a separate application is required for each vehicle. Full details of how to complete this form are provided overleaf.

**Please allow 10 working days for applications to be processed.**

### SECTION A ABOUT YOU

Mr  Mrs  Ms  Miss  Other \_\_\_\_\_

Surname \_\_\_\_\_ Forename \_\_\_\_\_

Address (including floor or flat no. if any) \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_ Email \_\_\_\_\_

Daytime phone no. \_\_\_\_\_ Evening phone no. \_\_\_\_\_

### SECTION B ABOUT YOUR VEHICLE

Vehicle registration no. \_\_\_\_\_ Make \_\_\_\_\_

Type \_\_\_\_\_ Colour \_\_\_\_\_

Whose name is shown on the vehicle registration document? Please tick appropriate box

Yours  Employer  Lease/Hire Co.  Other \_\_\_\_\_ (Please specify)

Name of company (if company car) \_\_\_\_\_

Company address \_\_\_\_\_  
\_\_\_\_\_

Postcode \_\_\_\_\_

### SECTION C

#### APPLICATION FOR A NEW RESIDENT PARKING PERMIT

**Please note:** The number of residential parking permits is restricted to a maximum of 2 per household.

Is this the **first** application for your household? Yes  Fee required **£15**

Is this the **second** application for your household? Yes  Fee required **£30**

## SECTION D

### APPLICATION FOR A CHANGE OR REPLACEMENT RESIDENT PARKING PERMIT

If you need to change your permit vehicle details or want a replacement, please tick the relevant box. There will be an administration charge of **£15**.

Change of vehicle  Please ensure you submit proof of new vehicle ownership and enclose old permit with your application (See notes opposite)

Duplicate  Please confirm if the permit was:  
Lost  Stolen  Destroyed

### METHOD OF PAYMENT *(please tick appropriate box)*

Cash  Cheque/PO  Credit Card  Debit Card

Cash by calling into the Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA.

**DO NOT SEND CASH VIA THE POST**

Cheque/PO made payable to Hertsmere Borough Council.

Debit/Credit Card On-line by visiting our **website [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)**

You will be asked for a reference number, please input '9999999999'. You will be given a receipt number beginning with 'WP' followed by 10 digits when payment has been accepted. Please provide us with the number when completing this form:

Receipt number

### DECLARATION

- I hereby certify that I usually live at the address shown overleaf and wish to apply for a resident parking permit(s) in respect of the vehicle also described overleaf.
- I understand that any permit issued to me by the council is in respect of the said vehicle and that the issue of the permit is conditional upon the surrender to the council of the permit if:
  - I stop living at the address to which the permit is applicable;
  - I no longer own or use the vehicle specified in this application;
  - The vehicle specified in this application is adapted or used in such a manner that it ceases to be a passenger vehicle;
  - I am issued with a duplicate permit;
  - The permit ceases to be valid at the expiration of the specified period.
- The validity of the permit is conditional upon:
  - The vehicle being under 2.32 Metres (7'6") in height; 5.5 metres in length; and
  - The vehicle holds a valid road fund licence (tax disk) continuously; and
  - The permit being appropriately displayed, ie on the left of the front windscreen.
- I understand that Hertsmere Borough Council reserve the right to cancel and withdraw this permit should any contravention of the conditions of the above declaration being breached.
- I declare that the information on this form is correct and complete to the best of my knowledge.

I agree to inform the Hertsmere Parking Services office as soon as there is any change of circumstances.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please detach and send your completed application form to:

Parking Services, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

### WARNING: GIVING FALSE INFORMATION CAN LEAD TO PROSECUTION

**Please ensure that you enclose with your application proof of your address and vehicle ownership (see notes opposite). Failure to do this will delay the process of the application.**

### FOR OFFICE USE ONLY

Old permit number	_____	Payment £	_____
New permit number	_____	Cheque number	_____
Expiry date	_____	Cash <input type="checkbox"/>	P/O <input type="checkbox"/>
		Card <input type="checkbox"/>	Ref no _____

## Notes on how to complete this form

### GENERAL

- (i) Section A, B and C must be completed for all resident parking permit applications.
- (ii) Separate applications will be required for each resident parking permit issued.
- (iii) You will only be eligible to apply for a resident parking permit if you live in the CPZ area and resident and visitors bays are available in your road.
- (iv) Up to a maximum of two permits per household and payment must be received before the permit can be processed.

### PROOF REQUIRED

The council will require proof of address and vehicle ownership at the time you apply to ensure that the rights of legitimate users of the CPZ scheme are not compromised from illegal and /or unauthorised motorists.

**Address - Please supply one of the following official documentation, showing the property where you permanently reside** (Photocopies are accepted):

- Utility Bill – Gas/Electricity/Water (within the last six months)
- Council Tax Bill (most recent)
- Tenancy Agreement (most recent)

*Not all official documentation will be accepted, for example, driving licence, mobile telephone bill, bank statement.*

**Private vehicle - Please supply one of the following official documentation, that must show the name of the person applying for the permit and the registration number:**

- Registration document
- Official bill of sale
- Insurance document

**Company car – An official letter from the Company Secretary/Car Pool Manager, stating that you are the authorised driver of the car.**

### CHANGE OF VEHICLE

Section A, B and D must be completed if you are changing your vehicle within the expiry date of your permit enclosing new ownership documents, old permit and payment of £15 to cover the cost of administration. The replacement permit will expire at the time of the old permit.

### LOST/DAMAGED/STOLEN

Section A, B and D must be completed. A charge of £15 will be made for ALL duplicate permits to cover the cost of administration. The duplicate permit will expire at the time of the old permit.



#### Data Protection Act Privacy Notice

Hertsmere Borough Council is registered under the Data Protection Act 1998 (DPA) for the purpose of processing personal data in the performance of its legitimate business. Any information held by the council will be processed in compliance with the eight principles of the DPA. This authority is under duty to protect the public funds it administers and may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. It may also share this information with other bodies administering public funds solely for these purposes. We are required to provide particular sets of data to the Audit Commission under the National Fraud Initiative and information about this can be found on their website, at [www.audit-commission.gov.uk/nfi](http://www.audit-commission.gov.uk/nfi). The use of data by the Audit Commission in a data matching exercise is carried out with statutory authority under its powers in Part 2A of the Audit Commission Act 1988. Should you have further questions regarding processing of your personal data, please contact the council's Information Officer by email to [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

**If you require help in completing this form please contact  
Parking Services on: 020 8207 7422**



Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA  
Tel: 020 8207 7422 [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)