



Hertsmere Borough Council,
Civic Offices, Elstree Way,
Borehamwood, Herts WD6 1WA
Parking helpline: 020 8207 7422
Email: cpz@hertsmere.gov.uk

Application for annual visitors parking permit

Annual visitors parking permits will only be issued if you are permanently resident in a CPZ area and where resident and visitor only parking bays are available in your road. 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.**

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

SECTION A

Mr Mrs Ms Miss Other _____

Surname _____ Forename _____

Address (including floor or flat no. if any) _____

Postcode _____ Email _____

Daytime phone no. _____ Evening phone no. _____

PROOF

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.

COST AND PAYMENT

The annual visitors parking permit is **£40** per year.

How to make payment:

- Cheque – made payable to Hertsmere Borough Council
- Debit/Credit Card – by calling 020 8207 7422
- Cash – by calling into the Civic Offices at the above address

DO NOT SEND CASH VIA THE POST

DECLARATION

1. I hereby certify that my usual place of abode is at the address shown overleaf and wish to apply for an annual visitors parking permit(s).
 2. I hereby certify that this permit is for use only by persons visiting me at my place of abode. I will not sell, pass on or otherwise allow any other persons to use this permit for any other purpose what so ever.
 3. I understand that any permit issued to me by the council is conditional upon the surrender to the council of the permit if:
 - a) I cease to be the resident of the address to which the permit is applicable; and
 - b) I am issued with a duplicate permit; and
 - c) The permit ceases to be valid at the expiration of the specified period.
 4. The validity of the permit is conditional upon the vehicle in which it is displayed:
 - a) being under 2.32 metres (7'6") in height; 5.5 metres in length; and
 - b) holds a valid road tax disk continuously; and
 - c) the permit is appropriately displayed and clearly visible.
 5. 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.
 6. 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 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**Data Protection (GDPR) Information:**

The information you provide is needed for the administration of this scheme and will be stored securely. Hertsmere Borough Council is under duty to protect the public funds it administers 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 for the National Fraud Initiative and information about this can be found on their website: <https://www.gov.uk/government/collections/national-fraud-initiative>. The National Fraud Initiative (NFI) is an exercise that matches electronic data within and between public and private sector bodies to prevent and detect fraud.

Contact & Further Information: If you would like more information about how we use you data please read our Privacy Policy: www.hertsmere.gov.uk/Transport--Streets--Parking/Parking/Privacy-Policy.aspx

Data protection questions can be made via e-mail foi@hertsmere.gov.uk

You have the right to complain to the Information Commissioner's Office at www.ICO.org.uk

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 _____