

## Application for part-time business parking permit

Part-time business permits will only be issued to those who have a business, or work in a controlled parking zone area, to enable them to park in **HERTSMERE BOROUGH COUNCIL pay and display car parks only**. If you work in either the Borehamwood or Potters Bar area, your Part-time Business parking permit can also be used at some on-street pay and display locations, if the signage states that the bay is a 'Shared Use' bay, including 'Business Permit Holders'. If you are eligible to a receive permit and wish to apply, please complete this form in BLOCK CAPITALS using black ink. Incomplete forms cannot be accepted. If you require more than one parking permit a separate application is required for each vehicle. Full details of how to complete this form are provided overleaf.

**Please allow ten working days for postal applications to be processed.**

### SECTION A DETAILS OF PERMIT HOLDER

Mr  Mrs  Ms  Miss  Other \_\_\_\_\_  
Surname \_\_\_\_\_ Forenames \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

### SECTION B DETAILS OF COMPANY

Company name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone no. \_\_\_\_\_

### SECTION C ABOUT YOUR VEHICLE

Vehicle registration no. \_\_\_\_\_  
Whose name is shown on the vehicle registration document? Please tick appropriate box  
Yours  Employer  Lease/Hire Co.  Other \_\_\_\_\_ (Please specify)  
Make \_\_\_\_\_ Type \_\_\_\_\_ Colour \_\_\_\_\_  
Name of company (if company car) \_\_\_\_\_  
Company address \_\_\_\_\_  
Postcode \_\_\_\_\_

### SECTION D

#### APPLICATION FOR A NEW PART-TIME BUSINESS PARKING PERMIT

Permit valid for **3 days per week**..... **£240 for 12 months**

Please tick box to indicate the three days of the week you require:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

**The permit will only be valid to park on the three days shown on the permit.**

Permit valid for **am or pm period per week** ..... **£200 for 12 months**

Please tick box to indicate which period you require per week:

AM 8.00am - 1.30pm  PM 1.00 pm - 6.30 pm

**The permit will only be valid to park for the period shown on the permit Monday - Saturday.**

Please see notes overleaf how to make payment.

Please ensure that you submit proof of your company name, address and vehicle ownership (See notes overleaf).

## SECTION E

### APPLICATION FOR A CHANGE OR REPLACEMENT PART-TIME BUSINESS 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 ownership and **enclose old permit** with your application (See notes opposite).

Duplicate  Please confirm if the permit was:  
Lost  Destroyed  Stolen

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

Cash  Cheque/PO  Debit/Credit 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 If you would like to pay by card please tick the box above and provide us with a contact telephone number and you will be contacted by Parking Services to take payment.

Contact number: .....

### DECLARATION

- I hereby certify that my usual place of business is at the address shown overleaf and wish to apply for a part-time business parking permit 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 cease to have a business or to work in the area;
  - I cease to own 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; and
  - The vehicle holds a valid road tax disk continuously; and
  - The permit being appropriately displayed, ie on the left of the front windscreen.
- 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.

Name \_\_\_\_\_ Designation \_\_\_\_\_

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

Please detach and send your completed application form to:

CPZ Section, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA

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

### FOR OFFICE USE ONLY

Old Permit Number	_____	Remittance £	_____
New Permit Number	_____	Cash <input type="checkbox"/>	Cheque <input type="checkbox"/>
Expiry Date	_____	P/O <input type="checkbox"/>	

## Notes on how to complete this form

### GENERAL

- (i) Section A, B and C must be completed for all part-time business parking permit applications.
- (ii) Separate applications will be required for each part-time business parking permit issued.

### SURRENDER OF PERMITS

If a part-time business permit is surrendered to the council office before the date of expiry it would qualify for the following rebate:

#### 3 days per week permit

Surrendered between	date of issue - 6 months .....	£120
Surrendered between	6 - 9 months .....	£60
	9 months and over .....	no refund

#### Am or pm weekly permit

Surrendered between	date of issue - 6 months .....	£100
Surrendered between	6 - 9 months .....	£50
	9 months and over .....	no refund

### WHERE PROOF IS REQUIRED

The council will require proof of address and vehicle ownership upon first application to ensure that the right of legitimate users of the CPZ scheme are not compromised from illegal and/or unauthorised motorists. These checks will therefore help ensure that the scheme works for you if you are an eligible business living within the CPZ area. The following details will be required:

<b>Business address</b>	Official documentation showing business address and type or business engaged in. (e.g. VAT registration number or company letter/invoice).
<b>Vehicle details</b>	Registration document/official bill of sale/insurance cover note (this <b>must</b> show the name of the person applying for the permit and the registration number). Copies of the above documents will be sufficient.
<b>Company car</b>	An official letter from the Company Secretary/Car-Pool Manager, stating that you are the authorised driver of the car.



#### Data Protection (GDPR) Information:

The information you provide is needed for the administration of this scheme only. The information you provide will be held in confidence and be stored securely. Personal information will not be used for any other purpose other than described and will be securely destroyed in accordance with the council's guidelines.

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

Data protection questions can be made via e-mail [foi@hertsmere.gov.uk](mailto:foi@hertsmere.gov.uk)

You have the right to complain to the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.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)