

## Application for Visitors Parking Permits

Visitor Parking Permits will only be issued if you are a permanent resident in a CPZ area and where resident and visitor only parking bays are available in your road. The Visitor Parking Permits will be valid for two years.

### Households issued with a Residents Parking Permit:

Residents within a Controlled Parking Zone may apply to the council for the issue of a book or additional books of 20 half-day resident's visitor vouchers for a vehicle belonging to a person visiting that household. There is a charge of £5 for a book of 20 half-day resident's visitor vouchers.

### Households that have not applied for a Residents Parking Permit:

Residents, who do not have a Residents Parking Permit within the household, can apply annually for a book of visitor vouchers free of charge.

**Visitor permits should only be used when visitors are visiting your property. Permits are not to be used to visit other areas within the zone, for example the local shops, train station, doctors surgeries etc.**

If you are eligible to receive visitor permits and wish to do so, please complete this form in BLOCK CAPITALS using black ink. Incomplete forms cannot be accepted. Full details of how to complete this form are provided overleaf.

Allow 10 working days for applications to be processed.

## SECTION A ABOUT YOU

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

Surname \_\_\_\_\_ Forenames \_\_\_\_\_

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

\_\_\_\_\_ Postcode \_\_\_\_\_

Home Phone No. \_\_\_\_\_ Business Phone No. \_\_\_\_\_

## SECTION B

### APPLICATION FOR VISITORS PARKING PERMITS

Is your household issued with a Residents Parking Permit/s?

Yes  No  If YES please enclose payment of £5 for each book of 20 visitors permits.  
(Cheques made payable to Hertsmere Borough Council)

If NO a book of 20 visitors permits will be sent to you free of charge. If you require any additional books please indicate below, enclosing payment.

I require  books of visitors permits and enclose payment of  £  
(up to two books only)

Continued overleaf

**APPLICATION FOR ADDITIONAL VISITORS PARKING PERMITS**

I would like to purchase  books of visitors permits and enclose payment of  £

**DECLARATION**

1. I hereby certify that my usual place of abode is at the residential address shown overleaf and wish to apply for a Visitor Parking Permit(s) in respect of the residential address overleaf.
2. I understand that any permits issued to me by the council are in respect of the said residential address and that the issue of the permits is conditional upon the surrender to the council if:
  - a) I cease to be the resident of the address to which the permits are applicable;
  - b) The vehicle in respect of which such permit was issued being adapted or used in such a manner that it ceases to be a passenger vehicle;
  - c) I certify that the permits are solely for the use of persons visiting my residential address and I will not resell or forward the permits to any other person for their use.
  - d) The permits cease to be valid at the expiration of the specified period.
3. The validity of the permits is conditional upon:
  - a) The vehicle being under 2.32 metres (7'6") in height, 5.5 metres in length.
  - b) The vehicle holds a valid road fund licence (tax disc) continuously.
  - c) The permit being appropriately displayed, as indicated on the permit.
4. 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 (see notes opposite). Failure to do this will delay the process of the application.**

**FOR OFFICE USE ONLY**

New permit number	_____	Remittance £	_____
Expiry date	_____	Cash	<input type="checkbox"/>
			Cheque <input type="checkbox"/>
		P/O	<input type="checkbox"/>

## Notes on how to complete this form

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### GENERAL

- (i) Section 'A' & 'B' must be completed for all Visitor Parking Permit applications.
- (ii) You will only be eligible to apply for a visitor permit if you live in the CPZ area and resident and visitor bays are available in your road.
- (iii) When applying for visitor permits if your household has applied for a Residents' Parking Permit, there will be a charge of £5 for one book of 20 visitors permits and subsequent permits. Your remittance must be enclosed with your application. If your household has not applied for a residential permit you will be entitled, annually to one book of 20 visitors and any additional can be purchased at a cost of £5 each book.
- (iv) You will need to supply proof for residency when applying for a Visitor Parking Permit (see below).
- (v) Read and sign the declaration.

### LOST/DAMAGED/STOLEN/EXPIRED

The council is unable to replace any visitor permits that have been lost, damaged, stolen or expired.

### APPLICATION FOR ADDITIONAL BOOKS OF VISITOR PERMITS

Please complete section A and C, read and sign the declaration and enclose payment. Please be aware that the council can at its absolute discretion limit the number of resident's visitor parking permits that are issued in respect of a particular household and a maximum of two books would be issued at any one time. Unless it can be demonstrated that there is a legitimate need for more than two.

### WHERE PROOF IS REQUIRED

The council will require proof of address upon application to ensure that the rights 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 resident living within the CPZ area. The following details will be required:

**Address** Official documentation showing the property at which you are a permanent resident. (e.g. utility bill, council tax bill). **Not all official documentation will be accepted, for example, driving licence or mobile telephone bill.**



#### 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 1998. 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)