



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

## Application for commuter parking permit

Commuter parking permits can be issued to any person who uses either Elstree & Borehamwood or Radlett railway station and the main line rail network to commute to and from their place of work. Commuter parking permits are only valid in the car parks listed in Section C below.

The permit can be used to park during the hours of operation Monday – Saturday, 8am – 6.30pm.

**Allow ten 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. \_\_\_\_\_ Daytime 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

#### PERMIT LOCATION

Tick box to indicate which location you require.

Furzehill Road Car Park, Borehamwood  Newberries Car Park, Radlett

Tick box to indicate duration of permit

12 month permit ..... **£480**   
6 month permit ..... **£275**   
3 month permit ..... **£145**

Please enclose cheque with you application, made payable to Hertsmere Borough Council

**CASH NOT ACCEPTED**

## SECTION D

### APPLICATION FOR A CHANGE OR REPLACEMENT COMMUTER 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

### DECLARATION

1. I hereby certify that my usual place of abode is at the address shown overleaf and wish to apply for a Commuter Parking Permit in respect of the vehicle also described overleaf.
2. 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:
  - a) I cease to own the vehicle specified in this application;
  - b) The vehicle specified in this application is adapted or used in such a manner that it ceases to be a passenger vehicle;
  - c) I am issued with a duplicate permit;
  - d) The permit ceases to be valid at the expiration of the specified period.
3. The validity of the permit is conditional upon:
  - a) The vehicle being under 2.32 metres (7'6") in height; 5.5 metres in length; and
  - b) The vehicle holds a valid road fund licence (tax disk) continuously; and
  - c) The permit being appropriately displayed, ie on the left of the front windscreen;
  - d) The permit is only valid in the car park stated 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.

Name \_\_\_\_\_

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 vehicle ownership (see notes opposite). Failure to do this will delay the process of the application.**

#### FOR OFFICE USE ONLY

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

# Notes on how to complete this form

## INITIAL APPLICATION

Section 'A', 'B' & 'C' must be completed (enclosing payment).

## CHANGE OF VEHICLE

Section 'A', 'B', & 'D' must be completed (enclosing old permit and payment).

## LOST/DAMAGED/STOLEN

Section 'A', 'B', & 'D' must be completed (enclosing payment).

## PROOF REQUIRED

- Vehicle details** Registration document/official bill of sale/insurance cover note (this **must** show the name of the person applying for the permit and the registration number).  
Copies of the above documents will be sufficient.
- Company car** An official letter from the Company Secretary/Car-Pool Manager, stating that you are the authorised driver of the car.

## SURRENDER OF PERMITS

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

### 12 month permit where a charge of £480 was paid

Surrendered between	date of issue - 6 months .....	£240.00
Surrendered between	6 - 9 months .....	£120.00
	9 months and over .....	no refund

### 6 month permit where a charge of £275 was paid

Surrendered between	date of issue - 3 months .....	£137.50
	3 months and over .....	no refund

### 3 month permit where a charge of £145 was paid .....

Please be advised there is a £15 administration charge to process a refund.



### 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**