



Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA
Tel: 020 8207 7422 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 **£500**
6 month permit **£280**
3 month permit **£160**

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 Cheque

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 £500 was paid

Surrendered between	date of issue - 6 months	£250.00
Surrendered between	6 - 9 months	£125.00
	9 months and over	no refund

6 month permit where a charge of £280 was paid

Surrendered between	date of issue - 3 months	£140.00
	3 months and over	no refund

3 month permit where a charge of £160 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

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

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