



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 special permit

Special parking permits will only be issued to those who meet the criteria. Special parking permits are issued to organisations that need to park within Residential Parking bays within a controlled parking zone, between the restrictions times, to carry out community and/or emergency services. **SPECIAL PARKING PERMITS ARE ONLY VALID IN RESIDENTIAL/VISITOR PARKING BAYS.** Listed on the reverse of this form you will find types of organisations that currently meet the criteria. If you feel that you would be eligible to receive a special parking 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 special 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 applications to be processed.**

Is the permit going to be allocated to a particular employee/individual?

Yes, complete section A, B, C & D       No, complete section B & D

### SECTION A DETAILS OF PERMIT HOLDER

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

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

Address (Home) \_\_\_\_\_

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

Telephone No. \_\_\_\_\_

### SECTION B DETAILS OF COMPANY

Company name \_\_\_\_\_

Address \_\_\_\_\_

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

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.       Company (as above) car       Other \_\_\_\_\_ (Please specify)

Make \_\_\_\_\_ Type \_\_\_\_\_ Colour \_\_\_\_\_

**Please be advised that if any of the above details change Parking Services must be informed of the new details.**

## SECTION D

### COST OF APPLICATION FOR A NEW SPECIAL PARKING PERMIT

12 month permit **£35**  Please tick box

Payment can be made by cheque (made payable to Hertsmere Borough Council) or card by calling Parking Services on 020 8207 7422. Please ensure that you submit proof of your company/organisation name and address. (See notes opposite).

## SECTION E

### APPLICATION FOR A REPLACEMENT SPECIAL PARKING PERMIT

Please indicate below by ticking the appropriate box why you require a replacement and enclose **£15** payment with your application. (Cheques made payable to Hertsmere Borough Council. If paying by card please call 020 8207 7422).

Lost/mislaidd/stolen  Please supply the permit number \_\_\_\_\_, so that if the permit is seen being used, the vehicle will liable to a penalty charge notice.

Damaged  Please return the damaged permit.

**Please read and sign the declaration below. If you do not sign and agree with the conditions of the declaration the council will not be able to issue you a special parking permit.**

### DECLARATION

- I hereby certify that my usual place of business is at the address shown overleaf and wish to apply for a special parking permit(s) in respect of the vehicle also described overleaf to park in residential and visitor parking bays during the restriction times, when attending a residential property to carry out official duties.
- 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:
  - I cease to work at my place of work to which the permit is issued;
  - 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;
  - If the council has reasonable grounds to believe that the special permit has been used for a purpose other than that specified.
- The validity of the permit is conditional upon:
  - The vehicle being under 2.32 metres (7'6") in height, and the overall length does not exceed 5.25 metres; and
  - The vehicle holds a valid road tax continuously; and
  - The permit being appropriately displayed, ie on the left of the front inside windscreen.

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

Please send your completed application form and payment to:

Parking Services, 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 \_\_\_\_\_ Cheque  Card   
Expiry date \_\_\_\_\_

## Notes on how to complete this form

### GENERAL

- i) Section 'A', 'B' 'C' & 'D' must be completed if the permit is to be issued to a particular person within the organisation/company.
- ii) Section 'B' & 'D' must be completed if the permit is to be issued to the organisation/company only.
- iii) Separate applications will be required for each special parking permit issued.
- iv) The organisation/you will only be eligible to apply for a special parking permit if the organisation you work for meets the criteria.

### REPLACEMENT

- i) Section 'A', 'B' 'C' & 'D' must be completed if the permit is to be issued to a particular person within the organisation/company.
- ii) Section 'B' & 'D' must be completed if the permit is to be issued to the organisation/company only.
- iii) A charge of £15 will be made for ALL replacement special parking permits.

### WHERE PROOF IS REQUIRED

The council will require proof of business 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 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.

### THE ORGANISATION MEETS THE CRITERIA IF:

- i) It can show that it is providing essential care, educational, health or other essential community service for residents within the Controlled Parking Zones.
- ii) There is need to park within a Controlled Parking Zone to provide that service.
- iii) It does not already have any spare or underused permits, which could be reallocated.

**Please ensure that you enclose payment and proof as required. failure to do this will delay the process of the application.**



#### **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**