



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 business parking permit

Business parking 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 the Potters Bar area, your Business 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 receive permits 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 business 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.**

### 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 BUSINESS PARKING PERMIT

12 month permit .....	<b>£500</b>	<input type="checkbox"/>	Tick box to indicate duration of permit
6 month permit .....	<b>£280</b>	<input type="checkbox"/>	
3 month permit .....	<b>£160</b>	<input type="checkbox"/>	

Please enclose cheque with your application  
(Cheques made payable to Hertsmere Borough Council).

#### CASH NOT ACCEPTED

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

## SECTION E

### APPLICATION FOR A CHANGE OR REPLACEMENT BUSINESS PARKING PERMIT

If you need to change details of a vehicle or want a replacement, please complete the relevant box. Changes cost £15 administration fee and cheques should be made payable to Hertsmere Borough Council.

Change of vehicle  Please ensure you submit proof of new vehicle ownership with your application (See notes opposite) if you ticked this box and enclose old permit with this application.

Mislaid original resident permit

Other (please specify)

### DECLARATION

- I hereby certify that my usual place of business is at the address shown overleaf and wish to apply for a business parking permit(s) in respect of the vehicle also described overleaf.
- 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 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 \_\_\_\_\_ Card  Cheque

Expiry Date \_\_\_\_\_

## Notes on how to complete this form

### GENERAL

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

### 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.

### 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**