

## Application for Bushey business parking permit

Bushey business permits will only be issued to those who have a business, or work in the Bushey area, to enable them to park in one of the car parks listed below. The permit is only valid in the car park, if parked in accordance with the conditions of use, as stated on the tariff boards within the car park. If you wish to apply for a permit, 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 DESIGNATED CAR PARK

**Car park (the permit can only be for the following car park):**

Please tick box to indicate which car park permit is required.

Kemp Place car park

### SECTION C DETAILS OF COMPANY

Company name \_\_\_\_\_ Address \_\_\_\_\_  
Telephone no. \_\_\_\_\_

### SECTION D 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 E

### APPLICATION FOR A NEW BUSINESS PARKING PERMIT

Tick box to indicate duration of permit

- 12 month permit ..... **£440**
- 6 month permit ..... **£253**
- 3 month permit ..... **£132**

Please enclose cheque with your application (cheques made payable to Hertsmere Borough Council). If you wish to make payment by debit/credit card then please ensure you supply a contact number above and we will call to take payment.

#### CASH NOT ACCEPTED

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

## SECTION F

### APPLICATION FOR A CHANGE OR REPLACEMENT BUSINESS 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**. (cheques made payable to Hertsmere Borough Council). If you wish to make payment by debit/credit card then please ensure you supply a contact number above and we will call to take payment.

- Change of vehicle  Please ensure you submit proof of new ownership and **enclose old permit** with your application (See notes opposite).
- Replacement  Please confirm if the permit was:
- Lost  Destroyed  Stolen

### 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 vehicles also describe 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 inside windscreen; and
  - The vehicle parked in the designated car park area as stated on the permit.

Name \_\_\_\_\_ Designation \_\_\_\_\_

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

### WARNING: GIVING FALSE INFORMATION CAN LEAD TO PROSECUTION

#### FOR OFFICE USE ONLY

Permit Number \_\_\_\_\_ Remittance £ \_\_\_\_\_

Expiry Date \_\_\_\_\_ Cheque  Card

## Notes on how to complete this form

### GENERAL

- (i) Section A, B, C and D 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 refund:

#### 12 month permit where a charge of £440 was paid

Surrendered between	date of issue - 6 months .....	£220
Surrendered between	6 - 9 months .....	£110
	9 months and over .....	no refund

#### 6 month permit where a charge of £253 was paid

Surrendered between	date of issue - 3 months .....	£126.50
	3 months and over .....	no refund

#### 3 month permit where a charge of £132 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 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.



#### 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**



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Tel: 020 8207 7422 [www.hertsmere.gov.uk](http://www.hertsmere.gov.uk)