



Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts WD6 1WA
Tel: 020 8207 7422 www.hertsmere.gov.uk

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 one of the following car parks):

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

High Road (The Rutts) car park
High Road (Opposite St Peters Church Hall) car park
Bushey Country Club car park
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 **£500**
- 6 month permit **£280**
- 3 month permit **£160**

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 £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 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:

Business address	Official documentation showing business address and type or business engaged in. (e.g. VAT registration number or company letter/invoice).
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.



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**