

## Car Park Permit – Terms and conditions:

- Business Permit (Virtual)
- Commuter Permit (Virtual)
- School Visitor Permit (Paper)

Please note - when creating an online permit account:

- Please provide all the required proof as requested, so that your application can be reviewed.
- If you are applying for a School Paper Parking Permit please allow up to 10 working days for applications to be processed.
- If you require help in completing the process in creating a permit account on-line please contact Parking Services on: 020 8207 7422 or [cpz@hertsmere.gov.uk](mailto:cpz@hertsmere.gov.uk)

## Business Permit Application (Virtual)

**Are you eligible to apply** – If you are a local worker/business and regularly use a particular council pay and display car park, you may find it beneficial to buy a business parking permit. In some areas there is on-street parking available for business permit holders and these are indicated by signage on street where it is applicable. The parking permit will be valid for a specific registered vehicle and car park. To check which car parks a business parking permit can be used please visit [Business parking permits - Hertsmere Borough Council](#)

If you are eligible to receive permits and wish to do so, you will need to go onto the council's website and create a permit account.

**Need more than one business parking permit** - If you require more than one business parking permit you will need to apply for each vehicle.

**Proof Required** – The council will require proof of address and vehicle ownership at the time you apply to ensure that the rights of legitimate users of the CPZ scheme are not compromised from illegal and /or unauthorised motorists. You will be asked to upload the following proof:

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

**Proof of Private vehicle** - 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).

- Registration document
- Official bill of sale
- Insurance document

**Proof of Company car** – An official letter from the Company Secretary/Car Pool Manager, stating that you are the authorised driver of the car.

## Application Declaration – when making an application for a parking permit/s you are agreeing to the following conditions of use:

1. *I hereby certify that my usual place of business is at the address as specified for the on-line application and wish to apply for business parking permit (s) in respect of the vehicle also specified for the on-line application.*
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 surrender to the council of the permit if:*

- a) I cease to have a business or to work in the area;
- b) I cease to own the vehicle specified in the application;
- c) The vehicle specified in the application is adapted or used in such a manner that it ceases to be a passenger vehicle;
- 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;
- c) The permit is only valid in the car park specified in the application.

4. I understand that Hertsmere Borough Council reserve the right to cancel and withdraw this permit should any contravention of the conditions of the above declaration being breached.

5. I declare that the information provided 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.

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

## **Commuter Permit Application (Virtual)**

**Are you eligible to apply** – If you regularly get the train to work from Borehamwood or Radlett train station you may benefit from a commuter parking permit.

Our commuter parking permits are valid in:

- Furzehill Road Car Park, Borehamwood
- Newberries Car Park, Radlett

If you are eligible to receive permits and wish to do so, you will need to go onto the council's website and create a permit account.

**Need more than one commuter parking permit** - If you require more than one commuter parking permit you will need to apply for each vehicle.

**Proof Required** – The council will require proof of address and vehicle ownership at the time you apply to ensure that the rights of legitimate users of the CPZ scheme are not compromised from illegal and /or unauthorised motorists. You will be asked to upload the following proof:

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

**Proof of Private vehicle** - 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).

- Registration document
- Official bill of sale
- Insurance document

**Proof of Company car** – An official letter from the Company Secretary/Car Pool Manager, stating that you are the authorised driver of the car.

**Application Declaration – when making an application for a parking permit/s you are agreeing to the following conditions of use:**

1. *I hereby certify that my usual place of abode is at the address specified for the on-line application and wish to apply for commuter parking permit (s) in respect of the vehicle also specified for the on-line application.*
  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 surrender to the council of the permit if:*
    - a) *I cease to own the vehicle specified in the application;*
    - b) *The vehicle specified in the application is adapted or used in such a manner that it ceases to be a passenger vehicle;*
    - c) *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;*
    - c) *The permit is only valid in the car park stated on the permit application.*
  4. *I understand that Hertsmere Borough Council reserve the right to cancel and withdraw this permit should any contravention of the conditions of the above declaration being breached.*
  5. *I declare that the information provided 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.*

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### **School Permit Application (Paper)**

A School visitor parking permit will only be issued to person's who have the need to park in a council car park that falls under the School permit scheme.

The permit can only be used when collecting a child/children from school during the allotted times stated on the parking permit, which is valid Monday to Friday for a 12 month period.

### **Application Declaration – when making an application for a parking permit/s you are agreeing to the following conditions of use:**

1. *I understand that the School Visitor parking permit is only valid if displayed within the times and location stated on the permit and should I fail to do so I could find myself liable to receive a penalty charge notice.*
2. *I understand that the School Visitor parking permit is only valid in the car park stated on the permit, when collecting a child/children from school.*
3. *I understand that the School Visitor parking permit is only valid if the vehicle holds a valid road fund licence continuously.*
4. *I declare that the information provided is correct and complete to the best of my knowledge and the council retain the right to cancel and withdraw the School Visitor parking permit if there is evidence of misuse.*
5. *I agree to inform the Hertsmere Parking Services office as soon as there is any change of circumstances.*

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