

## Information and conditions that apply when making a permit application

Please find below information on how to apply and pay on-line for residential and visitor permits.

- Please provide all the required proof as requested, so as to not delay the issuing of your permit.
- Currently please allow up to 10 working days for applications to be processed.
- If you are not applying for a residential parking permit or the household does not currently hold any residential permits, then you may be eligible to apply for one free book of visitor permits per year. You will need to download the application form which can be found via the website or you can contact the Parking Services Team either by either emailing [cpz@hertsmere.gov.uk](mailto:cpz@hertsmere.gov.uk) or by calling 0208 207 7422 and an application can be sent out to you by post.
- If you require help in completing the on-line application please contact Parking Services on: 020 8207 7422 or [cpz@hertsmere.gov.uk](mailto:cpz@hertsmere.gov.uk)

## Resident Permit Application

**Are you eligible to apply** - Resident parking permits will only be issued if you permanently reside in a controlled parking zone area and where resident and visitor parking bays are available in your road. The residential parking permit will be valid for a specific registered vehicle and zone. Residential permits should not be used to park when visiting other areas within the zone, such as visiting other households or local amenities.

Permits will only be issued to the current householder and not to any third party such as a Landlord, developer etc.

If you are eligible to receive permits and wish to do so, please complete the on-line application.

**Need more than one resident parking permit** - If you require more than one resident parking permit you will need to complete the online application 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:

**Proof of Address** - Please supply one of the following official documentation, showing the property where you permanently reside (Photocopies are accepted):

- Utility Bill – Gas/Electricity/Water (within the last six months)
- Council Tax Bill (most recent)
- Tenancy Agreement (most recent)

Not all official documentation will be accepted, for example, driving licence, mobile telephone bill, bank statement.

**Proof of Private vehicle** - Please supply one of the following official documentation that must show the name of the person applying for the permit and the registration number (Photocopies are accepted):

- 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.

**Number of permits per household** – as rule most properties within the controlled parking zones, where permits are available, a maximum of up to four permits per household is allowed, however there are some zones/locations where the number of permits are restricted to only one, two or three permits per household. The list below confirms which properties where the number of permits are restricted to less than four permits per household at any one time:

Maximum of 3 permits per household	Maximum of 2 permits per household	Maximum of 1 permit per household
	<b>Borehamwood:</b> Melrose Avenue Shelley Close, Wordsworth Gardens, Auden Drive & Coleridge Way (numbers 1 – 165)	<b>Borehamwood:</b> Coleridge Way (numbers 2 – 204)
	<b>Bushey:</b> St Peter's Close & High Road	<b>Bushey:</b> High Street
<b>Potters Bar:</b> Norman Court, The Highlands & Hatfield Road (numbers 54 – 94)	<b>Potters Bar:</b> Cedar Close, Church Road, Inglefield Road & Rosary Court	

**New properties within a controlled parking zone** – where new residential developments are built within or close to existing CPZs, the council will expect sufficient off-street parking to be provided within the development. Residents of these properties will not be eligible to apply for parking permits to park within the controlled parking bays during the hours of operation.

**Number of permits per household where the original property has been subdivided** – where an existing property within a controlled zone and would have been eligible to apply for permits, is extended or sub-divided, the number of permits that can be issued will be no greater than the number which would have been available for the original property.

**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 I usually live at the address as specified for the on-line application and wish to apply for a resident parking permit(s) in respect of the said vehicle.*

*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 the surrender to the council of the permit if:*

- a) I stop living at the address to which the permit is applicable;*
- b) I no longer own or use the vehicle specified 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) I am issued with a duplicate permit;*
- e) 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; and*
- c) The permit being appropriately displayed, i.e. on the left of the front windscreen.*

*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**

## **Applying to purchase an annual visitor permit**

In each case, annual visitor permits can only be used in the controlled parking zone when a visitor to your property needs to park in a resident/visitor parking bay. They should only be used by someone visiting the property to which they are issued and should not be used to park when visiting other properties or local amenities in the area. Full instructions on their use are on the reverse of the permit.

**Number of annual visitor permits per household** – One annual visitor permit per household only. It can be used within different vehicles, at any one time, as it is not vehicle specific.

**Proof Required** - The council will require proof 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:

**Proof of Address** - Please supply one of the following official documentation, showing the property where you permanently reside (Photocopies are accepted):

- Utility Bill – Gas/Electricity/Water (within the last six months)
- Council Tax Bill (most recent)
- Tenancy Agreement (most recent)

Not all official documentation will be accepted, for example, driving licence, mobile telephone bill, bank statement.

## **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 I usually live at the address as specified for the on-line application and wish to apply for an annual visitor parking permit to be used by any visitors to this address.*
2. *I hereby certify that this permit is for use only by persons visiting me at my place of abode. I will not sell, pass on or otherwise allow any other persons to use this permit for any other purpose what so ever.*
3. *I understand that any permit issued to me by the council is conditional upon the surrender to the council of the permit if:*
  - a) *I stop living at the address to which the permit is applicable;*
  - b) *I am issued with a duplicate permit;*
  - c) *The permit ceases to be valid at the expiration of the specified period.*
4. *The validity of the permit is conditional upon the vehicle in which it is displayed:*
  - 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; and*
  - c) *The permit being appropriately displayed and clearly visible.*
5. *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.*

6. 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**

### **Applying to purchase visitor voucher permits**

Households with a resident parking permit can buy on-line up to 40 (2 books) half-day visitor parking permits (vouchers), at any one time, which are valid for a two year period. Visitor parking permits will only be issued if you are a permanent resident in a CPZ area and where resident/visitor parking bays are available in your road.

Visitor parking permits should only be used by visitors who are visiting your property. The permits are not to be used to visit other areas within the zone, for example the local shops, train station, doctor surgeries etc.

**Number of permits per household**- the half-day visitor parking permits (vouchers) come in books of 20 and a total of up to 40 (2 books) can be applied for and purchased at any one time. Although there is no limit on how many can be purchased annually, the council will monitor the issue to ensure their legitimate use.

**Proof Required** – The council will require proof of address 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:

**Proof of Address** - Please supply one of the following official documentation, showing the property where you permanently reside (Photocopies are accepted):

- Utility Bill – Gas/Electricity/Water (within the last six months)
- Council Tax Bill (most recent)
- Tenancy Agreement (most recent)

Not all official documentation will be accepted, for example, driving licence, mobile telephone bill, bank statement.

### **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 I usually live at the address as specified for the on-line application and wish to apply for visitor parking permits in respect of the residential address as applied for.*
2. *I hereby certify that this permit is for use only by persons visiting me at my place of abode. I will not sell, pass on or otherwise allow any other persons to use this permit for any other purpose what so ever.*
3. *I understand that any permit issued to me by the council is conditional upon the surrender to the council of the permit if:*
  - a) *I stop living at the address to which the permit is applicable;*
  - b) *The vehicle in respect of which such permit was issued being 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.*

4. The validity of the permit is conditional upon the vehicle in which it is displayed:  
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; and  
c) The permit being appropriately displayed as indicated on the permit and clearly visible.

5. 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.

6. 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**

### [Applying to purchase additional visitor voucher permits](#)

Please be aware that the council can at its absolute discretion limit the number of visitor voucher permits that are issued in respect of a particular household and a maximum of two books (40 permits) would be issued at any one time. Unless it can be demonstrated that there is a legitimate need for more than two.