

# Parking Permit Replacement Request (and lost parking permits)



H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ

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Please fill in this form in **BLOCK** capitals.

## SECTION 1: Your details

Surname	<input type="text"/>	Title	<input type="text"/>
Forenames in full	<input type="text"/>		
Address	<input type="text"/>		
e-mail	<input type="text"/>	Postcode	<input type="text"/>
Phone (Day)	<input type="text"/>	Mobile	<input type="text"/>

## SECTION 2: Reason for wanting a replacement permit

Unless your vehicle has been written off or stolen, you must send in your current permit with this request.

I have changed my address  (Go to S3&4)      I have changed my vehicle  (Go to S5)

My vehicle has been stolen or written off  (Go to S5)      I have lost my permit  (Go to S6)

Other (please give details):

In cases of theft, please tell us the name of the police station the incident was reported to and the following information:

Police Station: Crime reference number:

Date reported: Date stolen (if different):

If your vehicle has been written off please supply documents from the insurance company to confirm this.

## SECTION 3: Proof of new address

Please complete either (a), (b) or (c) within this section:

(a) If you are registered with us for council tax please fill in the details below and provide one further proof of residency from the list in Section 4.

Council tax number (shown on your bill)

Please sign below to certify that you are the registered council tax payer for the address shown above and to authorise us to check the information:

Signature       Date

Or  
(please turn over)

Office use only	Permit Number		
Officer	Proof method	1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/>
Date of Issue			

Hammersmith and fulham council

(b) If you are renting your property and are not registered for council tax please provide a signed and witnessed copy of your tenancy agreement. You will also need to provide a copy of two further proofs of residency from the list in Section 4.

Or

(c) If you are not registered on the council tax bill and do not have a tenancy agreement please ask the person named on the council tax bill to complete the following section. You will also need to provide copies of two further proof of residency from the list in Section 4.

**Authorisation to access council tax (to be completed by the council tax payer)**

I hereby certify that I am the person named on the council tax bill for the address detailed in Section 1. I authorise (for the purpose of the data protection act) the pay and park office to access my council tax record with respect to that address for the purpose of an application for a residents parking permit.

If the council tax is in the name of a business/trust, we need a letter from a manager/trustee on headed paper authorising us to access the council tax record and confirming by name that the applicant lives at that address.

Surname  Title   
Forenames in full   
Address (if different)   
Council tax account number  Postcode

I hereby confirm that (applicant's name)  is a permanent resident at the address stated in Section 1.

Signature:  Date:

**SECTION 4: Independent proof of address**

If you completed part (a) of Section 3 you will need to provide a copy of one document from the list below. If you completed part (b) or (c) you will need to provide copies of two documents from the list below. You can only provide one document from each group.

Please ensure the documents are in your name and address as stated in Section 1.

- Current motor insurance certificate and schedule
- Vehicle registration document
- Current building or contents insurance policy
- Latest gas, water, electricity, or telephone bill, must be dated within the last 3 months
- Latest payslip, pension slip or Inland Revenue notice of coding bill, must be dated within the last 2 months
- Latest credit card statement, latest bank statement, building society book or store card statement must show transactions within the last 2 months.

**If you are unable to supply the required proofs please contact us.**

## SECTION 5 : New vehicle details and proof of vehicle ownership

New vehicle registration number:

Is your vehicle taller than 2.28 metres? (7 feet 6 inches) Yes  No

Vehicle Colour

Vehicle make and model

**You must produce the following documentation as proof that you own or use the vehicle:**

- Your vehicle registration document (in your name and address) or the new keeper supplement form  
or  
 A hire or lease agreement for the vehicle (in your name and address)

**If you use a company car you must provide the following documentation:**

- A typed (not handwritten) letter on headed paper from your company secretary stating that you are the user of the vehicle  
and  
 The vehicle registration document, or hire or lease agreement for the vehicle showing either the name and address in section 1 or the name and address of the company.

## SECTION 6: Lost parking permits

When you applied for your permit, you agreed to return it to us if you no longer had the vehicle or you changed address. You have told us this is not possible because you have lost the permit.

Please note that we will not issue a replacement permit if you have changed your vehicle or your address.

Please describe below how the permit was lost:

I understand that the permit is no longer valid and that, if it is found, it would be an offence to use it. If the permit is used, this would result in the vehicle getting a parking ticket or being towed away.

## SECTION 7: Declaration

Please send me a replacement permit. I have sent you my current permit, or my vehicle has been stolen, or my vehicle has been written off by the insurance company or I have lost my current permit

Your signature:

Date:

## SECTION 8: How to apply

- To apply by post: send your form and required proofs to H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ.
- To apply in person: bring your form to Hammersmith Town Hall Extension, King St, W6 9JU, open 9am-5pm Monday to Friday, late opening Thursday until 8pm. The Town Hall is closed on Bank Holidays.
- Please send photocopies of your proofs. Originals will not be returned.