

Application for a Visitor Parking Permit



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

Phone: 0845 803 1020 / Fax: 020 8753 4912 / Web: www.lbhf.gov.uk / Email: parkingpermits@lbhf.gov.uk

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: Proof of address

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

(a) If you hold a current parking permit please provide the following details:

Vehicle registration number: Permit number:

Or

(b) If you are registered with us for council tax please fill in the details below.

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

(c) 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 one further proof of residency from the list in Section 3.

Or
(Please turn over)

Office use only	
Officer	
Date of Issue	Permit Number

(d) 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 **one** further proof of residency from the list in Section 3.

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 (applicants name) is a permanent resident at the address stated in Section 1

Signature:

Date:

SECTION 3: Independent proof of address

If you completed parts (c) or (d) of Section 2 you will need to provide a copy of one document from the list below.

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

SECTION 4: Please sign your application

Please note:

- The visitor's permit we issue will be valid for 12 months after which you will need to renew it.
- These permits are only valid for use by a resident for their visitor/s.
- A valid pay and display ticket must be displayed with the permit during controlled hours.

Signature

Date

- 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
Please check our website www.lbhf.gov.uk or call 0845 803 1020 for opening hours.
- Please send photocopies of your proofs. Originals will not be returned.