

<b>Office use only</b>			
Date		Officer	
Stationery number		Permit number	

# Change of address or vehicle form for business parking permits

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

**Phone:** 020 8753 6681 **Web:** www.lbhf.gov.uk **Email:** parkingpermits@lbhf.gov.uk

Please use this form if you have changed your address or your vehicle registration number

You **MUST** return your current permit when using this form

Please fill in this form in **BLOCK** capitals. All documents must show the name and address in section 1A.

## Section A: Collection/Royal Mail

☐ Pay and reserve. Please contact me when ready for collection (Please provide a contact telephone number in the box provided)

☐ Royal Mail.

## Section 1a

**Your details:** Please provide your current business address and the vehicle registration number on your current permit.

Name of business:	<input type="text"/>	Address:	<input type="text"/>
Title:	<input type="text"/>		
First name:	<input type="text"/>		
Surname:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>
Permit number:	<input type="text"/>	vehicle registration number	<input type="text"/>

## Section 1b

If you require a replacement permit because you have moved, please provide the address you have moved from.

Address:

Postcode:

## Section 2: Reason for wanting a replacement

- I have changed my address ☐ Please go to section 3.
- I have changed my vehicle ☐ Please go to section 4.

### Section 3: Proof of company and new address

You must provide photocopies of one of the following sets of proof to prove that your company is located within Hammersmith & Fulham.

- ☐ Business Rates bill plus two different utility bills (gas, electricity, water or telephone landline) dated within the last 3 months.
- ☐ A valid tenancy agreement plus two different utility bills (gas, electricity, water or telephone landline) dated within the last 3 months.

If you are unable to provide these proofs please contact us.

### Section 4: Proof of vehicle

New vehicle registration number:

Make, model and colour of vehicle:

Is this a UK registration? ☐ Yes ☐ No.

Is this vehicle greater than 2.28 metres in height? ☐ Yes ☐ No.

### Section 5: Declaration

#### Section A

I confirm that I have read, understood and accept the terms and conditions of the business permit parking permit scheme, as detailed within the declaration signed on the application for a business parking permit when the original permit was issued.

#### Section B

I confirm that the information that I have supplied on this form is accurate and true. I understand and accept that you may prosecute me if I have given false information, on this form or any documentation provided in support of this form, which I know is wrong or untrue.

Please sign to indicate that you agree to the declarations in sections 5A and 5B above.

Signature:

Date

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### Section 6: How to apply

#### To apply by post:

send your form, permit and required proofs to  
H & F Direct  
Pay and Park  
PO Box 60820  
London W6 9UZ

#### To apply in person:

bring your form, permit and required proofs to  
Hammersmith Town Hall Extension  
King Street  
London W6 9JU

**Please send photocopies of your proofs. Original documents will not be returned.**