

OFFICE USE ONLY		Customer number	
Date		Officer	
Stationery number		Permit number	

Application for a business parking permit

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

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

Please complete this form in full using block capitals.

SECTION 1: Your business details

This form must be completed by the business owner or company secretary.

Title:

First name:

Surname:

Name of business:

Address:

Postcode:

Email:

Phone (Day):

Mobile number:

SECTION 2: Details of your vehicle

Each business can apply for up to two permits. Each permit can relate to only one vehicle.

We cannot issue permits for vehicles over 2.28 metres in height.

Permit 1:

Vehicle registration number:

Vehicle colour:

Make and model:

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

Which type of permit are you applying for? 6 months (**£464**) 12 months (**£791**)

Permit 2:

Vehicle registration number:

Vehicle colour:

Make and model:

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

Which type of permit are you applying for? 6 months (**£735**) 12 months (**£1,310**)

SECTION 3: Proof of company

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

Business rates bill plus **two** different utility bills, (gas, electricity, water or telephone land line) dated within the last three months **OR**

A tenancy agreement plus **two** different utility bills (gas, electricity, water or telephone land line) dated within the last three months. If you are unable to supply these proofs then please contact us on the details above.

SECTION 3a: Collection/Royal Mail

Pay and reserve
(Please contact me when my permit is ready for collection)

Phone:

Royal Mail

SECTION 4: Declaration

You must read each section below and sign to say that you have read and understood them fully.

(The person named in Section 1 must sign this declaration)

- I confirm that the address stated in Section 1 of this form is the main address of my business.
- I confirm that I will immediately return my business permit if I stop trading in the borough or if I no longer own or use the vehicle that the permit is for (**note - A replacement business permit will not be issued unless the current permit is returned and safely received by Pay and Park.**)
- I confirm that the vehicle(s) stated in Section 2 are necessary for the operation of my business and should I no longer need the vehicle to carry out the operation of the business then I will return the permit to the London Borough of Hammersmith & Fulham.
- I confirm that the vehicle with the registration given in Section 2 of this form is not designed for more than 12 passengers (not including the driver) and is less than 2.28 metres high.
- I understand and accept that you may ask to visit my business or carry out further investigations, including contacting any relevant people, before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit. In the circumstances, I also understand that my vehicle may be removed if it is parked on the public highway.
- I understand that all information provided by me and held by H&F may be used or shared by H&F for the following purposes:

Legal requirements

H&F will use all information held by us for the purposes of law enforcement, regulation and licensing, criminal prosecutions and court proceedings.

Prevention and detection of fraud

H&F may share and compare your information with other council services and other organisations to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud. These other organisations include government departments, other local authorities and private sector organisations such as banks or organisations that lend money.

Staff and data processors

The information you give H&F will be used by our staff and third parties who provide council services on our behalf for the processing and issuing of parking permits and for the administration of the parking permit service.

Developing and testing business applications

H&F may use the information you give us to maintain and improve the services which we deliver, this includes developing and upgrading the systems which we use to process your information.

Corporate business intelligence

H&F may share the information you give us with other council services for research and analysis purposes, to help us design and improve the services we provide and to identify and contact businesses that may benefit from them.

Phone numbers and email addresses

When contacting us we will ask you for a contact mobile phone number and email address. We may use these details to contact you by text, email and phone. We will only contact you about matters relating to parking services.

- I understand that if I pay for a business permit by cheque, credit card or debit card and my bank refuses to make that payment, the permit will be considered to be invalid and I risk having my vehicle ticketed or removed.
- I understand that all permits will commence on the first day of the month in which they are purchased.
- I understand that, in certain circumstances, the London Borough of Hammersmith & Fulham may require me to provide further evidence to support my application. This may be in addition to any documentation described within this application form.
- I understand that if I abuse the parking permit system my permit will be withdrawn.
- I have read and understood the instructions and notes regarding this application form, as outlined in the Guide to Parking Permits brochure. For further details go to www.lbhf.gov.uk/parkingpermits
- I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.
- I understand that a replacement business permit **will not** be issued unless the current permit is returned and safely received by Pay and Park. (If we do not safely receive your current permit you **will not** be entitled to a replacement or a refund of any kind).

Signature:

Date:

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SECTION 5: How to apply

- **Apply by email:** scan and email your completed application form and supporting documents to parkingpermits@lbhf.gov.uk
- **Apply by post:** send your form, required proofs and payment to H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ.
- Please check our website www.lbhf.gov.uk/parkingpermits or call 020 8753 6681 for further information.

SECTION 6: How to pay

- **By cheque** - please make your cheque payable to London Borough of Hammersmith & Fulham
- **By credit/debit card** - please ensure that you include a telephone number so that we can contact you for payment.