

<b>OFFICE USE ONLY</b>		Customer number	
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/parkingpermits **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 complete this form in full using 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:

Title:

First name:

Surname:

Email:

Permit number:

Mobile number:

Address:

Postcode:

Phone:

vehicle registration number:

## 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 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.

#### Replacement permits

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

D	D	M	M	Y	Y	Y	Y
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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:

Please check our website [www.lbhf.gov.uk/parkingpermits](http://www.lbhf.gov.uk/parkingpermits) for further information or call 020 8753 6681

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