

OFFICE USE ONLY	7-day permit <input type="checkbox"/>	Customer number	
Date		Officer	
Stationery number		Permit number	

Application for a residents 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.

A. Are you applying for:

Residents' Parking Permit (please note that this permit type is not valid on housing estates and private roads)

- Full permit - I have all the required documents
- A 30-day temporary permit - I do not have all the required documents

Residents' Parking Permit for a housing estate (off-street only)

- Full permit - I have all the required documents
- A 30-day temporary permit - I do not have all the required documents

B. Green or fully electric vehicle discount

- My vehicle produces 100g/km of CO₂ or less My vehicle is fully electric

(Details of CO₂ emissions and engine specifications can be found in your vehicle registration document).

SECTION 1: Your details

Surname: Title:

Forenames: Date of birth:

Address:

Postcode: Email:

Phone (Day): Mobile:

SECTION 2: Details of your vehicle

Vehicle registration number:

Is this a UK registration? Yes No

Make, model and colour:

Is your vehicle greater than 2.28m in height? Yes No

It is an offence to make a false declaration. Please measure your vehicle if you are unsure of its height.

SECTION 3: Duration of permit

	First Permit	Second Permit
I am applying for a 6 month permit	<input type="checkbox"/> £71	<input type="checkbox"/> £260
I am applying for a 12 month permit	<input type="checkbox"/> £119	<input type="checkbox"/> £497
I am applying for a 12 month permit with the greener vehicle discount	<input type="checkbox"/> £60	
I am applying for a 12 month permit with the fully electric vehicle discount	<input type="checkbox"/> Free	
I am applying for a 30 day temporary residents parking permit	<input type="checkbox"/> £119	

- I wish to pay by credit or debit card. Please contact me to obtain payment
- I have enclosed a cheque made payable to the London Borough of Hammersmith & Fulham

SECTION 7: Independent proof of address

If you completed part (a) of Section 6 you will need to provide a photocopy of **one** document from the list below. If you completed part (b) or (c) you will need to provide photocopies 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.

- | | |
|---|---|
| <input type="checkbox"/> Current motor insurance certificate and schedule | <input type="checkbox"/> Latest payslip, pension slip or Inland Revenue notice of coding bill, must be dated within the last 2 months |
| <input type="checkbox"/> Vehicle registration document | <input type="checkbox"/> Latest credit card statement, latest bank statement, building society book or store card statement must show transactions within the last 2 months |
| <input type="checkbox"/> Current building or contents insurance policy | |
| <input type="checkbox"/> Latest gas, water, electricity, or telephone bill (landline only) must be dated within the last 3 months | |

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

SECTION 8: 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 my main home.
- I confirm that I am the main user and the keeper of the vehicle specified in Section 2 of this form, and I will not allow non-residents to use my permit to park in the borough. If I stop living in the borough or stop keeping and using the vehicle, I will return my permit immediately. If not, I will be committing an offence and may lose any refund that would be paid for a returned permit.
- 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 that if my property has been designated as 'car permit free' through either a Section 106 agreement or a planning condition then I will not be able to obtain a residents parking permit, even if I have been issued a parking permit in previous years.
- I confirm that if the permit is for use on a company vehicle I will return the permit if I either stop living in the borough or I am no longer employed by the company. I understand that the permit remains the property of the London Borough of Hammersmith & Fulham.
- I confirm that I do not hold another valid resident parking permit from any other local authority.
- I understand and accept that you may ask to visit my home 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 residents who 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.

Continued on next page

SECTION 8: Declaration (continued)

- I understand that all full permits (excluding temporary permits which have not been upgraded - see next item) will commence on the first day of the month in which they are issued.
- I understand that temporary permits which have been upgraded to a full permit will commence on the first day of the month in which the temporary permit was issued.
- I understand that if I pay for a resident 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, 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 30 day temporary parking permit cannot be exchanged or extended to 12 months (without further charge) until all the required documents have been provided and accepted.
- I understand that a replacement 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:

DD	MM	YYYY
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SECTION 9: 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.
- **Apply in person:** Please check our website www.lbhf.gov.uk/parkingpermits or call 020 8753 6681 for further information.

Green and Fully Electric Vehicle Discounts

A discount for green or fully electric vehicles can only be applied on submission of evidence that the vehicle complies with our requirements. Please ensure that you are eligible for this type of parking permit before you submit your application. Any applications received that do not meet the criteria will be cancelled and you will be asked to reapply.

Replacement permits

A replacement permit **will not** be issued unless the current permit is returned and safely received by Pay and Park. (Please remember to remove your permit from the vehicle when selling or returning the vehicle. If we do not safely receive your current permit you **will not** be entitled to a replacement or a refund of any kind).

SECTION 10: Collection/Royal Mail

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

Phone:

Royal Mail (Please post my permit):