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

<table>
<thead>
<tr>
<th>First Permit</th>
<th>Second Permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am applying for a 6 month permit</td>
<td>£71</td>
</tr>
<tr>
<td>I am applying for a 12 month permit</td>
<td>£119</td>
</tr>
<tr>
<td>I am applying for a 12 month permit with the greener vehicle discount</td>
<td>£60</td>
</tr>
<tr>
<td>I am applying for a 12 month permit with the fully electric vehicle discount</td>
<td>Free</td>
</tr>
<tr>
<td>I am applying for a 30 day temporary residents parking permit</td>
<td>£119</td>
</tr>
</tbody>
</table>

☐ 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 4: Proof that you can drive

You must produce your driving licence as proof that you can drive. If you have a photo card driving licence, we will only accept the photo card and not the paper counterpart.

☐ Copy of current full driving licence enclosed

SECTION 5: Proof of vehicle ownership

You must produce photocopies of the following documentation as proof that you are the main user/keeper of the vehicle:

☐ The vehicle registration document (in your name and address as stated in section 1)

or

☐ A hire or lease agreement from a hire/leasing company for the vehicle (in your name and address as stated in section 1)

If you use a company car you must provide the following documentation:

☐ A typed (not handwritten) letter on headed paper from your company secretary or equivalent stating that you are the sole/main user of the vehicle and are a full time employee of the company.

NB the letter must be signed by the author.

and

☐ The vehicle registration document, or hire or lease agreement from a hire/leasing company for the vehicle showing the name and address of the company.

SECTION 6: Proof of address

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

(a) If you are registered with us for council tax please fill in the details below and provide one further proof of residency from the list in Section 7.

Council tax number (shown on your bill):

Please sign below to certify that you are the registered council tax payer for the address shown in section 1 and to authorise us to check the information:

Signature:

Date: [ ] [ ] [ ] [ ] [ ]

or

(b) If you are renting your property and are not registered for council tax please provide a signed and witnessed copy of your unexpired tenancy agreement. You will also need to provide a copy of two further proofs of residency from the list in Section 7.

or

(c) If you are not registered with us for council tax and do not have a tenancy agreement please ask the person registered to complete the following section. You will also need to provide two further proofs of residency from the list in Section 7.

Authorisation to access council tax (to be completed by the registered council tax payer)

I hereby certify that I am the person registered for council tax for the address detailed in Section 1.

Signature:

Date: [ ] [ ] [ ] [ ] [ ] [ ]

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 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.

☐ Current motor insurance certificate and schedule  ☐ Latest payslip, pension slip or Inland Revenue notice of coding bill, must be dated within the last 2 months
☐ Vehicle registration document  ☐ Latest credit card statement, latest bank statement, building society book or store card statement must show transactions within the last 2 months
☐ Current building or contents insurance policy  ☐ Latest gas, water, electricity, or telephone bill (landline only) must be dated within the last 3 months
☐ 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 which 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: ____________________________

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): [ ]