

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

Change of address or vehicle form for resident 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 number plate.

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)

Royal Mail

Section 1a

Please provide your current address.

Title:

Address:

First name:

Surname:

Permit number:

Postcode:

Email:

Phone:

Mobile number:

Date of birth:

Section 1b

If you require a replacement permit because you have moved, please provide the address you have moved from, and the vehicle registration number on your current permit.

Address:

Vehicle registration number:

Make:

Model:

Postcode:

Colour:

Section 2: Reason for wanting a replacement

I have changed my address: Please go to section 3 & 4.

I have changed my vehicle number plate: Please go to section 5.

Section 3: Proof of new address

Please complete one of the following sections (A, B or C).

A) if you are registered for council tax please fill in the details below and provide one further independent proof of address from the list in section 4.

Council tax number (shown on your bill).

Council tax number:

Please sign below to certify that you are the registered council tax payer for the address shown in section 1a of this form, and to authorise us to check this information.

Signature:

Date:

B) If you are renting your property and are not registered for council tax, please provide a valid, signed (by landlord and tenant) and witnessed copy of your unexpired tenancy agreement. You will also need to provide two independent proofs of residency from the list in section 4 of this form.

C) if you are not registered 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 items of independent proof of address from the list in section 4 of this form.

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

I hereby certify that I am the person registered for council tax for the address in section 1a of this form. I authorise (for the purposes 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.

Title: Address:

First name:

Surname:

Council tax number: Postcode:

I hereby confirm that (insert the applicants name in the box)
is a permanent resident at the address in section 1a of this form:

Signature:

Date:

Section 4 : Independent proof of address

If you have completed part a) of section 3 you will need to provide a photocopy of one document from the list below. If you have 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 that the documents show the permit holders name at the address in section 1a of this form:

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

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

Section 5 : New vehicle details and proof of ownership

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.

Is this vehicle fully electric? Yes No.

Does this vehicle produce 100 g/km of CO2 or less? Yes No.

If you change your vehicle and need a different type of permit you must reapply. Your parking permit is not transferable between standard, green or fully electric permit options.

You must produce one of the following documents as proof that you are or will be the sole/main user of the vehicle or the registered keeper of the vehicle:

- A copy of the vehicle registration document (the document must show the permit holders name at the address in section 1a of this form)
- A copy of the new keeper supplement form (**you must** be the intended registered keeper of the vehicle at the address in section 1a of this form **and be able to evidence this on request**).
- a copy of the a hire or lease agreement from a hire/leasing company for the vehicle (the document must show the permit holders name at the address in section 1a of this form).

If you use a company vehicle provided by your employer, 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 user of the vehicle and are a full time employee of the company
- and**
- a copy of the vehicle registration document or a lease or hire agreement for the vehicle from a hire/leasing company showing the name and address of the company.

Section 6: Declaration

Section A

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

Replacement permits

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).

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

Signature:

Date

D	D	M	M	Y	Y	Y	Y
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Section 7: 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 for further information or call 020 8753 6681