

OFFICE USE ONLY		Customer number	
Date		Officer	
Stationery number		Permit number	

Lost, damaged or stolen resident parking permit form

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

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

Please use this form if your resident permit has been lost, damaged or stolen.

Please complete this form in full using BLOCK CAPITALS.

All documents must show the name and address in section 1.

Section A: Collection/Royal Mail

Pay and reserve. Please contact me when ready for collection (Please provide a contact telephone number)

Royal Mail.

Section 1

Your details:

Title:

First name:

Surname:

Permit number:

Email:

Mobile number:

Please provide your current address:

Address:

Postcode:

Phone:

Date of birth:

Please provide the vehicle registration number on your current permit.

Vehicle Registration Number:

Section 2: Reason for wanting a replacement permit

- I have lost my permit Please go to section 3.
- I did not receive my permit in the post Please go to section 4.
- My vehicle has been stolen Please go to section 5 and 8.
- My vehicle has been written off Please go to section 6 and 8.
- My permit has been damaged Please go to section 7.

Please note that if your permit has been damaged you will need to return the damaged permit with this form.

Section 3: Lost parking permits

If you have lost your parking permit we can issue you with a duplicate permit. This will be a copy of the permit you no longer have.

Please note that if we have issued you with a duplicate permit it will not be replaced if you change vehicles or address.

Please describe below how the permit was lost:

I understand that once my permit has been duplicated the original permit is no longer valid, and that if it is found it would be an offence to use it. If the permit is found and used, this would result in the vehicle getting a parking ticket or being towed away. I confirm that if the permit is found or returned to me I will return it to the London Borough of Hammersmith & Fulham.

Please tick to confirm that you have read, understood and agree to comply with the above declaration.

Section 4: Permit not received in post

I understand that once my permit has been duplicated the original permit is no longer valid, and that if it is found it would be an offence to use it. If the permit is found and used, this would result in the vehicle getting a parking ticket or being towed away. I confirm that if the permit is found or returned to me I will return it to the London Borough of Hammersmith & Fulham.

Please tick to confirm that you have read, understood and agree to comply with the above declaration.

Section 5: My vehicle has been stolen

In cases of theft, please tell us the name of the police station the incident was reported to and the following information.

Police station and crime reference number:

Date reported and date stolen if different:

D	D	M	M	Y	Y	Y	Y
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Section 6: My vehicle has been written off

I declare that my vehicle has been written off and I am supplying documents from my insurance company to confirm this.

Please tick to confirm that you understand the above declaration.

Section 7: My permit has been damaged

Please explain below how the permit was damaged.

Please tick to confirm that you are returning your damaged permit with this form.

Section 8: 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.

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

- a copy of the vehicle registration document or the new keeper supplement form (the document must show the permit holders name at the address in section 1 of this form)
- a copy of the 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 1 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/main user of the vehicle and are a full time employee of the company
- a copy of the vehicle registration document or a lease or hire agreement from a hire/leasing company for the vehicle showing the name and address of the company.

Section 9: 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.

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 10: 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 for further information or call 020 8753 6681

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