

# Visitor Voucher Application Form

Please complete this application form using BLOCK CAPITALS and return it to  
**Welwyn Hatfield Borough Council, Council Offices, The Campus, Welwyn Garden City, AL8 6AE**

**For additional information on how to complete the application form please see the reverse**

Title .....	Full Name .....	I am an existing customer	<input type="checkbox"/>
Address .....	.....	I am not an existing customer and I enclose proof of residence	<input type="checkbox"/>
.....	Post Code .....		
E-mail.....	.....	Receive a state pension Y/N	<input type="checkbox"/>
Daytime Telephone No .....	.....	Number of books required	<input type="checkbox"/>
<i>If you want to pay by credit or debit card, the easiest way to renew is to go on-line at <a href="http://www.welhat.gov.uk/permitsandvouchers">www.welhat.gov.uk/permitsandvouchers</a>. If you would prefer to pay by cheque, please just return the completed form</i>		<b>Payment method</b>	
		Cheque/cash	<input type="checkbox"/>
		Credit/debit card	<input type="checkbox"/>

## Declaration

1. I declare that my usual place of residence is at the address above and wish to apply for visitor vouchers as described overleaf.
2. I understand that any visitor voucher issued to me by the Council is only to be given to visitors, visiting my household.
3. The validity of the visitor voucher is conditional upon it being appropriately used in accordance with the conditions of use printed on the back of the voucher.

I confirm that the above information is correct to the best of my knowledge.

Signed ..... Date .....

[www.welhat.gov.uk](http://www.welhat.gov.uk)

## **Useful Information – How to complete the application form**

If this is your first application for Visitor vouchers you will have to provide **Proof of Residence**.

**Please provide a photocopy of one of the following documents as proof of residence;**

- Recent Utility Bill (within the last 3 months)
- Current Council Tax Bill
- DSS Benefits or pension book
- Tenancy agreement/Mortgage statement
- Solicitors letter confirming completion of purchase

### **Pricing**

The cost of a pack of 20 Visitor Vouchers is £10

If you receive a state pension you are entitled to purchase visitor vouchers at a discounted rate of £5.00 for a pack of 20 (25p each). To qualify for the discount you must provide **Proof of Pension**.

**Please provide a photocopy of one of the following documents as proof of pension;**

- A letter from the Department of Welfare and Pensions (DWP)
- A bank statement showing a pension payment from the DWP
- A copy of your pension book

### **Payment Details**

- If you are paying by credit card Parking Services will call you back on your daytime telephone number.
- If you are sending in a cheque or postal order to cover all the permits please write the vehicle registration numbers and your address on back of the cheque.
- Cheques and postal orders are to be made payable to the “Welwyn Hatfield Borough Council”.
- **Please Do Not Send Cash**

### **Data Protection Statement**

- The Welwyn Hatfield Borough will use information, including personal information, collected through the issuing of this Permit for the enforcement of traffic contraventions and it may also be used for compatible purposes. The information may be disclosed to London Councils, other enforcement agencies and third parties where it is necessary and lawful to do so e.g. for the prevention and detection of crime. All information will be processed in accordance with the Data Protection Act 1998.
- This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention of fraud.
- It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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