

# Resident Permit 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

Please mark the relevant box with a cross to indicate which permit you are applying for:

<input type="checkbox"/> New permit	<input type="checkbox"/> Renewal	<input type="checkbox"/> Replacement
<input type="checkbox"/> Change of address	<input type="checkbox"/> Carer's	<input type="checkbox"/> Change of vehicle

Title ..... Full Name .....

Permit number

Address .....

.....Post Code .....

Permit Area

E-mail.....

Daytime Telephone No .....

Blue Badge Holder Y/N

## Vehicle Details

Payment method

Make.....Model.....

Cheque

Colour.....Registration.....

Credit/Debit card

## Declaration

**I confirm all the information I have given in this application is correct and understand that a false statement may render me liable for prosecution.**

1. I live at the address given and wish to apply for a resident parking permit in respect of the vehicle described. I understand that having a permit does not guarantee me a parking space.
2. I understand that any permit issued to me by the Council is in respect of the said vehicle and that any permit issued must be surrendered to the Council if:
  - a. I cease to be a resident within the permit area for which the permit is issued;
  - b. I cease to own the vehicle/s specified in this application;
  - c. The vehicle/s specified in this application is a passenger vehicle and is constructed or adapted solely for the carriage of more than twelve passengers.
  - d. The vehicle/s specified in this application is a goods carrying vehicle and is constructed or adapted in such a manner that it exceeds 2.3m in height; or
  - e. I am issued with a duplicate permit.
  - f. The permit ceases to be valid due to the payment method being dishonoured.

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

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

**WELWYN  
HATFIELD**  
BOROUGH COUNCIL



## Useful Information – How to complete the application form

### New Permit

<p><b>Proof of Residence</b> Please provide a photocopy of one of the following documents as proof of residence;</p> <ul style="list-style-type: none"><li>• Recent Utility Bill (within the last 3 months)</li><li>• Current Council Tax Bill</li><li>• DSS Benefits or pension book</li><li>• Tenancy agreement/Mortgage statement</li><li>• Solicitors letter confirming completion of purchase</li></ul>	<p><b>Proof of Vehicle Ownership</b> Please provide a photocopy of one of the following documents as proof of vehicle ownership;</p> <ul style="list-style-type: none"><li>• Vehicle registration document</li><li>• Official bill of sale</li><li>• Insurance certificate or Cover note</li><li>• Official company letter (printed on letterhead)</li></ul>
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- **Blue Badge Holders** - If you are a Blue Badge Holder and applying for a resident parking permit for the first time, please supply a copy of your Blue Badge as evidence
- **Renewal** – If none of the details have changed and you want to pay by credit or debit card, the easiest way to renew is to go on-line at [www.welhat.gov.uk/permitsandvouchers](http://www.welhat.gov.uk/permitsandvouchers)  
If you would prefer to pay by cheque, please just return the completed form.  
No additional evidence or documentation is required.
- **Replacement** – For lost/stolen or damaged permits, please complete the form and the permit will be re-issued. Please note, there is a £5 administration charge for a replacement permit.
- **Change of address/vehicle** – Complete the form using the existing address/vehicle details in bold and underlined and attach documentary evidence of the new address/vehicle details. Please see the above “Proof of Residence and Proof of Vehicle Ownership for acceptable documentation and note that there is a £5 administration charge for changing address or vehicle details.
- **Carer** – Provide a letter from the residents GP on letter headed paper which confirms the resident needs a carer to visit during the hours of the parking restriction. (These are supplied free of charge)

### 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 more than one permit please write the vehicle registration numbers and your address on back of the cheque.
- Cheques and postal orders are to be made payable to “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.

**Putting people first.**