

Business 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:

New Permit Renewal Change of Vehicle Replacement Employee

Title Full Name

Address

..... Post Code

E-mail.....

Daytime Telephone No

First Vehicle Details

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

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

Second Vehicle Details (if applicable)

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

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

Permit number

Permit Area

Blue Badge Holder Y/N

Payment method

Cheque

Credit /Debit Card

Does your vehicle exceed 5.25m in

length & 2.3m in height? Y/N

Do your premises have space to park vehicles in the boundary of

the business? Y/N

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. I will surrender the permit to the council if:

- (a) I cease to a qualifying business as defined by the Order
- (b) I cease to be the owner or authorised user of the specified vehicle
- (c) The said vehicle is adapted or no longer used as an operational vehicle as defined by the Order
- (d) I am issued with a replacement or duplicate permit
- (e) The permit ceases to be valid due to payment method being dishonoured

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

www.welhat.gov.uk

**WELWYN
HATFIELD**
BOROUGH COUNCIL



Useful Information – How to complete the application form

New Permit

- Please ensure that a company letter is sent with the application form by the Office Manager or equivalent confirming you work for the company, this must be on letter headed paper.
- **Proof of Vehicle Ownership**
Please provide a photocopy of one of the following documents as proof of vehicle ownership;
 - Vehicle registration document
 - Official bill of sale
 - Insurance certificate or Cover note
 - Official company letter (printed on letterhead)
- **Blue Badge Holders** - If you are a Blue Badge Holder and applying for a business 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
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 old 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 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.

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.