

# Doctor/Health Visitor Permit Application Form

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

**Please ensure that a company letter is sent by the Practice Manager or equivalent confirming you work at the surgery, this must be on letter headed paper.**

Only staff that make **ESSENTIAL** domiciliary visits on a regular basis may apply:

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

New Permit

Renewal

Change of vehicle

Replacement

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

Permit number

Practice.....

Practice address .....

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

E-mail.....

Payment method

Daytime Telephone No .....

Cheque

## Vehicle Details

Credit/Debit card

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

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

## 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 wish to apply for a Doctor/Health Visitor permit in respect of the vehicle described
2. I understand that the permit may not be used to park at my regular place of work or for private use and any infringement may lead to the permit being forfeited
3. 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 own the vehicle specified in this application
  - b) I am issued with a replacement/duplicate permit
  - c) 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**

- Please ensure that a company letter is sent with the application form by the Office Manager or equivalent confirming you work for the surgery, 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 doctors/health visitor 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 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 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.**

**WELWYN  
HATFIELD**  
BOROUGH COUNCIL

