



Resident permit application form

Please complete all sections and then read and sign the declaration.

You may either type in your details and print it for signing or print the blank form and complete in blue or black ball point pen. If using a pen please write clearly.

When completed signed and dated, post the form with proofs of residency and vehicle ownership to; The Parking Service, P.O. Box 921, Hemel Hempstead, HP1 1ZP or scan the signed form and proofs of residency and vehicle ownership, e-mail as attachments to dacorum.uk@parkindigo.com

This authority has a duty to protect the public funds it administers, and we may use the information that you have provided on this form to prevent and detect fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For more information, go to www.dacorum.gov.uk/dataprotection

Your details (All fields are mandatory)

Title	<input type="text"/>		
Surname	<input type="text"/>	Forename	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
Postcode	<input type="text"/>		
Daytime telephone number	<input type="text"/>		
Email	<input type="text"/>		

Proof of residency (please tick **one** box only)

- My name appears on the current open register of electors
- Current council tax document (if dated within the current financial year)
- Tenancy agreement up to 1 year (minimum 6 month tenancy, dated within the previous 3 months)
- Tenancy agreement (1 year and over, dated within the previous 6 months)
- Utility bill issued within the previous 3 months
- Current driving licence (Photo ID type only)
- Broadband and T.V. package statement dated within the previous 3 months
- Official solicitor's letter dated within the previous 3 months confirming completion of purchase (new home owners only)
- Bank statement issued within previous 3 months
- Credit card statement issued within the previous 3 months
- Mobile phone statement issued within the previous 3 months
- Department of Work & Pensions entitlement letter (current year)
- Benefits entitlement letter (dated within previous 3 months)

Annual resident parking permit

Vehicle details

Vehicle registration number

Make

Model

Colour

Is your vehicle larger than 5.25m in length and 2.3m in height?

(larger than a transit van)

Yes

No

Is the vehicle a motor cycle?

Yes

No

Do you need a replacement resident permit?

Yes

No

You must include your original permit with your application. The first change of vehicle details within 12 months is free of charge. All further changes cost £7 each.

Proof of vehicle ownership

Each document must contain the applicant's printed name and address.

Which document are you attaching? (Please tick **one** box)

- Vehicle registration document
- Insurance documents
- Official bill of sale/invoice dated within the previous 2 months (newly acquired vehicles)
- Hire/lease agreement (minimum agreement term 6 months)
- Official company letter (company owned vehicles)

Are you a disabled badge holder?

Yes

No

Please note that permits will only be issued free of charge to disabled badge drivers if a copy of the badge is supplied and the details match the applicant's name on the proof of vehicle ownership.

Visitor vouchers and visitor permit

1 hour vouchers (book of 25). Number of books required

5 hour vouchers (book of 20). Number of books required

1 week permit (please specify the dates needed).

From

To

Senior citizens (over 60 years) who are residents may buy twice as many at half the cost. We will need to see proof of senior citizen status.

Please note that we do not give refunds on visitor vouchers or visitor permits.

- One hour vouchers cost £4 per book (£2 for senior citizens and Dacorum Card holders)
- Five hour vouchers cost £12 per book (£6 for senior citizens and Dacorum Card holders)
- One week vouchers cost £3 per week (£1.50 for senior citizens and Dacorum Card holders)

Please add the cost of postage and handling to your payment if you require delivery. Postage will be by Royal Mail 2nd class recorded delivery and a signature will be required.

Postage and handling for up to 4 books; £3.00, postage and handling for 5 to 10 books; £5.00.

A maximum of 10 books can be posted at any one time

Visitor vouchers can be collected from Dacorum Borough Council's Customer Services located in The Forum 3 week days after payment either in person or by a previously nominated person.

Delivery or collection (please tick **one** box only)

- Delivery
- Collection

Residents wishing to collect visitor vouchers in person or by a nominated individual will be sent a unique collection code either by e-mail or informed by phone. You or your nominated person will need to give Customer Services your unique collection code in order for them issue the vouchers.

If your collection is to be undertaken by a nominated person please enter the name of the person you are authorising to collect your visitor vouchers below

Nominated person:

Method of payment (please tick **one** box only)

- Cheque/Postal Order
- Credit/Debit Card

Total cost: £

If you are making this application by post or email and you want to pay by debit/credit card, please make sure you give us your daytime telephone number. We will need to phone you to obtain your debit/credit card details. **DO NOT WRITE IT ON THIS FORM.**

Please make cheques and postal orders payable to Dacorum Borough Council.

Declaration (you must sign this before we can process your application)

I understand that any permit or visitor voucher issued to me must be returned to the Council immediately if:

- i. I cease to be a permanent resident of the controlled parking zone
- ii. I cease to own or be the authorised user of any vehicle specified on this form
- iii. Any vehicle specified on the form is adapted or used in such a way that it ceases to be a passenger vehicle, dual purpose vehicle, goods vehicle, or motorcycle
- iv. I am issued with a duplicate or replacement permit
- v. Payment made for the purchase of the permit or visitor vouchers is dishonoured
- vi. Any permit or visitor voucher is found to be resold or fraudulently used
- vii. Information relating to the issue of the permit or visitor vouchers transpires to be false
- viii. The Council notify me in writing that the permit has been cancelled because one of the above has happened.

Parking permits and visitor vouchers do not:

- guarantee a parking space
- allow parking on single or double yellow lines
- allow obstruction of vehicular/pedestrian access points and/or driveways
- allow parking within signed suspended parking areas.

I declare that all the information I have given in this application is correct and I understand that a false statement or any breach of the above may result in the withdrawal of my permit/vouchers and render me liable for prosecution.

Signature (hand or typed)

Date

For official use only

Cheque/PO		Permit no.		Total	£
Debit/credit card		Control no.		Zone	
Postage & handling	£	Issued by		Date	
Serial no.	Type	Permit no.	Serial no.	Type	Permit no.