



Residents' Parking Schemes in the borough of Dacorum

The borough of Dacorum currently has nine Controlled Parking Zones. If you live inside a zone you can apply for a resident's parking permit.

Within each zone, most marked parking bays are reserved for permit holders **only**. During the hours of restriction, any vehicle parked in a residents' parking bay **must** display a valid resident's permit or visitor voucher. Any vehicle which doesn't is liable to incur a penalty charge.

Getting a permit

Who can get a permit?

Anyone who lives within the boundaries of a Controlled Parking Zone (excepting multi occupancy properties with their own private parking). The permit, which runs for 12 months, will only be valid for the zone in which you live. **There are details of each zone, the hours it operates, and a list of roads included within it below.**

In most zones there are some addresses which are not included in the scheme. For instance, in the K zone, properties on the former Kodak site (including Bulbourne House, Gade Place, Gadebridge Point, KD Tower, Moor End Lodge, Cranstone Lodge and KD Plaza) were excluded from the zone as a condition for planning permission of the development being granted.

If you are unsure if your address qualifies, please check with the Parking Service (see 'Contact us' below).

How many permits can I have, and how much are they?

You are allowed one permit per person per vehicle, up to a maximum of three permits per household.

The first permit in a household costs £25. Second and third permits cost £40 each. If you are a disabled badge holder driver your permit is free of charge. Permits for motorbikes are £10 each.

Does my vehicle qualify?

You must be the registered keeper or permanent user of the vehicle. If you are the regular user of a company vehicle, or a lease or hire vehicle, it may also qualify.

The vehicle must not be longer than 5.25m, or taller than 2.3m.

How do I get a permit?

By applying online at www.dacorum.gov.uk/parking Follow the link through and then select "Residents Parking". Click "Apply for a new residents permit online" and complete the steps. **If renewing, select the date that is a day after the expiry on your current permit.**

Alternatively, please download the  [Parking permit and visitor voucher application form \(PDF 423KB\)](#) online from "Residents Parking", fill in the requested details and post it to us at: The Parking Service, PO BOX 921, Hemel Hempstead, Herts, HP1 1ZP.

Alternatively, print, sign, date, scan and then email the application form (with credit/debit card details) and supporting documentation to: dacorum.uk@parkindigo.com

Note: If you are paying by credit/debit card, please include your contact telephone number. A representative of The Parking Service will need to contact you for your card's security details, and payment will then be made by telephone.

Once we have received your application and payment, the permit will be posted to you, please allow 3 working days for your permit application to be processed.

For all methods, you will need to provide proof of your address, that you are the registered keeper or permanent user of the vehicle and that the vehicle is registered to your address. This evidence will be required every year upon renewal.

Proof of address

If your name appears on the current version of the electoral register which is available for public inspection, you will **not** have to provide any other proof.

If it doesn't, or if you have asked for your details to be excluded from the public version, you will need to provide **one** of the following:

- 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)

Any document submitted **must** contain the name of the applicant and their current address (which must be a qualifying address within the zone). We cannot accept any documents that are not listed.

Proof that the vehicle qualifies

You will need to provide **one** of the following:

- the vehicle registration document (V5)
- insurance documents showing the applicant as principal or a named driver, the registration number and the registered address of the vehicle
- an official bill of sale or invoice (provided the transaction took place no more than two months previously)
- a lease or hire agreement (minimum agreement term 6 months)
- if it is a company vehicle, a letter on company letterhead, signed by the company secretary or similar and dated within the last three months. It must confirm the registration number, make, model and colour of the vehicle and also that the applicant is the keeper of the vehicle

Any document, including a company letter, must contain the name of the applicant and their current address (which must be a qualifying address within the zone). We cannot accept handwritten documents.

Visitors Vouchers & Permits

You can buy visitor vouchers and week-long visitor permits if you live within the controlled parking zone, as long as you qualify (please see 'Who can get a permit?') and can provide the necessary proof of your residence within the zone.

If you park in a Controlled Parking Zone during the hours of restriction you must display a valid resident's permit, visitor voucher or permit. If you don't, you're liable to incur a penalty charge.

The following vouchers or permits are available to your visitors:

- Visitor vouchers, lasting for either one or five hours
- Long stay permits, valid for one week each.

You can only buy vouchers and permits to be used in the controlled parking zone in which you live.

Each household in **zones A and C** may buy up to 700 hours of vouchers in a year (1400 hours for senior citizens)

Each household in **zones B, H, S, R and TS** may buy up to 600 hours of vouchers in a year (1200 hours for senior citizens)

Each household in **zone K** may buy up to 800 hours of vouchers in a year (1600 hours for senior citizens)

Each household in **zone X** may buy up to 100 hours of vouchers in year (200 hours for senior citizens)

Vouchers are available in books:

- 25 x one hour vouchers, cost £4.00 (half price for pensioners and Dacorum Card holders)
- 20 x five hour vouchers, cost £12.00 (half price for pensioners and Dacorum Card holders)

Five hour vouchers are not available to residents in zone X

You can buy vouchers in complete books in any combination up to your annual allowance. We cannot give refunds on visitor vouchers, so it is best to buy them as needed.

Each household may buy up to four long stay visitor permits, valid for one week each, in any one year (up to eight for pensioners). Each permit is valid between specified dates. A long stay visitor permit costs £3 (half price for pensioners and Dacorum Card holders).

Scratch off a box in every section – day, date, month, time of start of the visit, am/pm.

You can display more than one voucher if needed to cover the required parking time.

Stagger the start times, so that the expiry time of one voucher matches the start time of the next. For example, for a two hour stay beginning at 10:10am, display two one hour vouchers, the first marked with a start time of 10:10am, the second with a start time of 11:10am.

Unused time cannot be carried over to the start of restricted hours on the next day.

If the vehicle is being parked overnight, display vouchers to cover it until the end of restricted hours, and another voucher starting from the beginning of restricted hours the next day. You may display all the vouchers at the same time.

You must fully display all the valid vouchers in use on the dashboard of the vehicle.

You are not allowed to re-sell your visitor vouchers. All voucher serial numbers are linked, in our database, to details of the purchaser. If you misuse the scheme your vouchers will be cancelled and we may not issue vouchers to you in the future.

For more information or help call The Parking Service on 01908 223505 or online using the Dacorum Borough Council website www.dacorum.gov.uk/parking Follow the link through and then select 'Residents Visitor Vouchers'

Visitors vouchers are only available for collection at the Forum, or by postal delivery with a small fee to cover postage and handling.

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.

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.

How do I get a visitors vouchers?

By applying online at www.dacorum.gov.uk/parking Follow the link through and then select "Residents Visitor Vouchers" download the  [Parking permit and visitor voucher application form \(PDF 423KB\)](#) fill in the requested details and post it to us at: The Parking Service, PO BOX 921, Hemel Hempstead, Herts, HP1 1ZP. Please enclose the cheque for the correct amount, if you would prefer to pay by cheque, **do not send cash.**

Alternatively, print, sign, date, scan and then email the application form with supporting documentation to: dacorum.uk@parkindigo.com

Note: If you are paying by credit/debit card, please include your contact telephone number. A representative of The Parking Service will need to contact you for your card's security details, and payment will then be made by telephone.

Extra permits for work vehicles

If you need to use a specially adapted vehicle for work (for instance, a gas fitter or AA patrol) you may be eligible for an extra permit. **Company cars do not qualify.** You must show that the vehicle is essential to your livelihood, and that there are no alternative parking spaces available.

A work vehicle permit costs £40. To qualify, vehicles must not be longer than 5.25m, or taller than 2.3m. For more information, please contact the Parking Service (see 'Contact us' below).

Special permits

If your needs don't match the normal permit criteria we may be able to grant you a special permit. For instance, if your health means that you depend on visits from family carers on a routine basis, and you need a permit for your family carers to use when they visit, we may be able to help.

When you apply for a special permit you will need to provide supporting, usually medical, evidence of your circumstances. For more information, please contact the Parking Service (see 'Contact us' below).

Business permits

Businesses with addresses that fall within a zone may qualify for a single business permit for up to two operational vehicles. The cost of these permits is £300 per year. There is more information on the Councils website using www.dacorum.gov.uk/parking and selecting 'Business parking permits'.

Temporary and replacement permits

If your usual vehicle, for which your permit was issued, is unavailable (such as away for repair or service), we can issue a temporary permit for another vehicle for a maximum of two weeks, we will require a minimum of 3 days notice. You must save your original permit for use when your vehicle is returned.

If you change your vehicle, you must also change your permit. We will need to see proof that the new vehicle qualifies for a permit, and the original permit must be returned to us. **Lost permits are not normally replaced.**

The first change in any 12 month period is free. Further changes cost £7 each.

Please find an application form online at www.dacorum.gov.uk/parking Follow the link through and then select "Residents parking permit" and download the  [Replacement parking permit application form \(PDF 395KB\)](#)

Refunds

If you no longer need a permit and it has not yet expired, you may be able to get a partial refund if the value owing is £12 or over which equates to 8 months or over for a £25 permit or 5 months or over for a £40 permit. Partial refunds are not available for motorcycle permits. Refunds for visitor vouchers are not available, please do not buy more than you need.

Please find an application form online at www.dacorum.gov.uk/parking Follow the link through and then select "Residents parking permit" and download the  [Parking permit refund application form \(PDF 378KB\)](#)

Conditions and restrictions

Penalty charge notices

We will not issue a permit for a vehicle for which there are unpaid penalty charge notices.

Bank holiday restrictions

Any parking restrictions in Dacorum that apply every day, or on set days of the week, also apply on Bank Holidays. This includes permit bays in controlled parking zones, yellow lines and pay and display charges.

Driveways and suspended bays

You must not park across driveways within a permit bay, unless it is your own driveway, and you display a valid permit. **We may withdraw your permit if you do so.**

From time to time, we may suspend the use of a residents' bay or bays for a short period. If we do so, the bays concerned will be marked as suspended by one or more signs, which will also give the dates on which the suspension will be in force.

You may **not** park in a permit bay which has been suspended. Vehicles parked in these bays will be issued with a penalty charge notice, even if a permit is on display.

Parking spaces available

So that controlled parking zones can benefit local residents, we restrict the number of permits available to any household and we do all that we can to prevent unauthorised use of permit bays.

However, please be aware that having a parking permit does not guarantee you a parking space.

In some circumstances (house moves or skip hire, for example), we can suspend a bay or bays for a short time or give dispensation for a vehicle to park on during the restricted times. There is a charge for this – Please contact the Parking Service (see 'Contact us' below) or using the Council's website using www.dacorum.gov.uk/parking and then selecting either "Parking bay suspensions" or "Parking dispensations".

Details of each zone, the hours it operates, and a list of roads included within them appear on the next two pages.

Contact us

For more information or help, please check the Parking pages on the Dacorum Borough Council website www.dacorum.gov.uk/parking e-mail us at dacorum.uk@parkindigo.com or call The Parking Service on 01908 223505.

The Parking Service, PO Box 921, Hemel Hempstead, Herts HP1 1ZP.

Zone A

Restricted hours: 10am to 10pm Monday to Sunday

Two Waters Road (From the river bridge to the end of the cul-de-sac)

Zone B

Restricted hours: 8am to 6pm Monday to Friday

Beaumayes Close

Zone C

Restricted hours: 8am to 8pm Monday to Sunday

Astley Road

Bury Road (between its junction with Leighton Buzzard Road and the northern boundaries of numbers 78 and 75)

Cemmaes Meadow

Cemetery Hill

Collett Road

Cotterells (between numbers 2 and 62)

Cotterells Hill

Heath Brow

Heath Close

Heath Lane

Leighton Buzzard Road (between numbers 150 and 186)

South Hill Road

Zone K

Restricted hours: 8am to 10pm Monday to Sunday

Charles Street

Cotterells (between numbers 64 and 264a)

Park Road

Vicarage Close

St Johns Road (East of its junction with Park Road)

Zone H

Restricted hours: 8am to 8pm Monday to Saturday

Alexandra Road

Broad Street

Christchurch Road

Crescent Road

Concorde Drive

East Street

Fernville Lane

Hillfield Road (between Alexandra Road and Mayflower Avenue)

Midland Road (between junction with Mayflower Avenue and Marlowes)

Walnut Grove

Zone R

Restricted hours: 8am to 6pm Monday to Friday

Standring Rise
Roughdown Road

London Road (*between numbers 431
and 443*)

Zone S

Restricted hours: 8am to 6pm Monday to Saturday

Bassil Road
Lamsey Road
Simmonds Rise

St Albans Road (*between numbers 6
and 94*)

Zones TS

Restricted hours: 8am to 6pm Monday to Sunday

Station Road Tring – Railway Cottages

Zone X

Restricted hours: 9am to 10am and 2pm to 3pm Monday to Friday

Cangels Close
Foster Road
Grove Road
Horsecroft Road
Kingsland Road
Moorland Road
Northridge Way
Northridge Way (between its
junction with Fishery Road and its
junction with Benchleys Road)

River Park
Fishery Road (between St.John's Road
and the canal bridge)
Wharf Road
Fishery Passage (between the bollards
outside Earles Court and Fishery
Road)

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