

# Resident Parking Application for Change of Detail & Replacement Permits

You should use this form if:

- You are changing your vehicle details on an existing permit
- You are notifying us of a change of address within Resident permit zones.
- You have lost/ damaged a permit or your permit has been stolen.

## YOUR DETAILS

Title		Forename			
Surname					
Address					
Postcode		Contact No.		Email	

Please see overleaf for guidance notes and sign to indicate that you accept the terms and conditions. Unsigned application forms will be returned to you.

## CHANGE OF VEHICLE

If you wish to transfer your existing residents permit to a new vehicle, this is free of charge if your old permit is returned to us. Note that we will require proof of ownership for the new vehicle.

Permit no.	Old registration no.	New registration no.	Make	Colour

## LOST, DAMAGED OR STOLEN PERMIT

Please complete the section below and give a brief explanation of the circumstances around a lost, damaged or stolen permit. If you are unable to supply a permit number, please provide details of the permit. i.e: visitors permit/resident permit and registration no.

**Please take note:** Lost/stolen permit: Should the lost/stolen permit be found, please return it to us. Note that the lost/stolen permit will be cancelled and if found to be used, then a Penalty Charge Notice will be issued to the vehicle seen displaying the invalid permit. Damaged permit: we will advise you if we require you to return the damaged permit.

Permit no. / Type and reg. no.	Details of circumstance

## CHANGE OF ADDRESS

**Within the same Zone-** If you move address within the same zone, you need to inform Parking Services of your new address.  
**To a different Zone -** If you move property and your new address is in a different zone, you can exchange your current permit for a permit within the new zone. Permits can only be changed free of charge if the original permit is returned together with this form. Restrictions apply to Baldock Zone A.

Please complete the section below with your address details and provide one proof of residence for your new address (see overleaf). Note that the name on the supporting documentation needs to match the name on the application form.

Permit no.	Old address	Zone	New address	Zone

**OFFICIAL USE**

Permit No.	Residency docs	Vehicle docs	Date	Officer	Zone

**Do not send original documents. Please send photocopies only. Documents will not be returned.**

**A PROOF OF RESIDENCE**

- Council Tax Demand (most recent) **or**
- Utility Bill (issued within the last 3 months) **or**
- Formal Tenancy Agreement (issued within last 6 months) **or**
- A Solicitors letter confirming completion of house purchase (issued within last 6 months) **or**
- Bank statement (issued within last 3 months) **or**

**I give NHDC permission to check the Council Tax register to prove my residency (tick only if you are named on the bill for your address)**

**B PROOF OF VEHICLE OWNERSHIP/KEEPERSHIP**

- Vehicle Registration Document **or**
- Hiring/Leasing agreement **or**
- A recent letter from employer (if the vehicle is a company car) confirming that the vehicle is owned or leased by the company and that the applicant is the sole keeper and user **or**
- Insurance certificate (most recent) **or**
- Garage bill of sale or insurance cover note (if you have purchased the vehicle within the last month)

Please note Residents Permits for use on motorcycles will be issued FREE and a Blue Badge (Disabled Persons Permit) can be displayed in place of a Permit or Ticket by the householder or when visiting.

1. I confirm that my usual place of residence is at the address stated on the application.
2. I accept that it is my responsibility to apply for a renewal of any permit as and when it becomes due or necessary.
3. I accept that holding a permit does not guarantee me a parking space.
4. I accept that I must return my permit to the Council if I move out of the permit parking zone or I no longer own or keep the vehicle the permit has been issued to.
5. I accept that the Council will not accept liability for any original documents sent by post.
6. I accept that the Council may withdraw any permit should payment by cheque, credit/debit card or electronic transfer or any other forms of payment be dishonoured in respect of the appropriate fee due.
7. I accept that the resident parking permit can be transferred free of charge if I the named resident on the application changes vehicle/s. However a new application form must be completed for the new vehicle/s and proof of ownership provided.
8. I accept that permits and tickets are not refundable and no refund will be given in respect of permits which are returned within the period of the permit applied for.
9. I accept that the permit must be displayed on the inside of the windscreen so that all permit details are visible during the parking period.
10. I accept that failure to display a permit or ticket or if the ticket is defaced can result in a Penalty Charge Notice being issued.
11. I accept that misuse or defacing the permit or ticket will result in the cancellation of the permit or ticket book.
12. I accept that permits and tickets can only be used on cars, light vans and vehicles under 3.5 tonnes gross laden weight only. Permits will not be issued for other vehicles and if used will be invalid.
13. I accept that no replacement will be given in respect of lost permits or tickets
14. I accept that the purchase of a permit does not render the council subject to any liability in respect of loss or damage to any vehicle in a parking space or the contents or fittings of such vehicle.
15. I accept that the Council reserves the right to change the designated parking space at any time.
16. I accept that the permit may be purchased for a period commencing from the date of the application but cannot be used before the commencement date applied for.
17. I accept that permits remain the property of North Hertfordshire District Council.
18. I accept that visitors tickets are valid for one time use for one calendar day and must be completed in ink.

**Declaration:** I declare that I have read the above mentioned terms and conditions and agree to abide by them.

Applicants signature

Date

**Before submitting this application please ensure the following:**

That you have completed all of the required details on the application form

That you have included all required documentation, such as

- Proof of residency
- Proof of vehicle ownership or keepership
- The old permit if necessary

**Your application form may be returned to you if it is not fully or correctly completed or documents are not enclosed. For any help in completing this application form please telephone Parking Services on 01462 474631.**

**Please send completed form to:**

North Hertfordshire District Council, Parking Permits, P.O. Box 10613, Nottingham, NG6 6DW  
For more information access the Council website: [www.north-herts.gov.uk](http://www.north-herts.gov.uk)

North Hertfordshire District Council, are the data controller for the purposes of the Data Protection Act. If you want to know more about what information we have about you, or the way we use that information, please ask us.