



Replacement permit application form

If you hold a parking permit and you change your vehicle, you must apply for a replacement permit that shows the registration number of the new vehicle.

The first change in a year will be free of charge. Any further changes will cost £7.

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 vehicle ownership to; The Parking Service, P.O. Box 921, Hemel Hempstead, HP1 1ZP or scan the signed form with proof of vehicle ownership and e-mail as attachments to dacorum.uk@parkindigo.com **NOTE: The existing permit must still be returned by post.**

Your current permit will be cancelled on receipt of this application.

You must send the following with your application:

1. the old parking permit
2. documents for the new vehicle (see section B)
3. the fee (£7) if you have made one or more replacements in the current permit year.

This authority has a duty to protect the public funds it administers, and we may use the information 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

Section A: application details

Your details (All fields are mandatory)

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

Section B: Proof of vehicle ownership

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

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 the registered owner? Yes

No

If you are not the registered owner:

Name of registered owner

Address of registered owner

Company vehicles only

Is the vehicle kept and regularly used by you? Yes

No

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

Cheque/Postal Order

Credit/Debit Card

Total cost: £

If you are making this application by post 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.

Section E: declaration to be signed by all applicants

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

I understand that any permit issued to me by the Council is for the vehicle on this application form, and that I must surrender the permit to the Council if:

- i. I cease to be a resident of the Controlled Parking Zone
- ii. I cease to own or be the authorised user of the vehicle specified in Part C
- iii. The vehicle 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/replacement permit.

I will inform the Council immediately if any one of the events specified above has occurred.

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

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