



**WELWYN  
HATFIELD**

**Ka Ng**  
Executive Director, Resources,  
Environment and Cultural Services

Reply To: Parking Services

Our Ref: JC/12084

Date: 2<sup>nd</sup> June 2017

Direct Tel: 01707 357000

Email: [contact-whc@welhat.gov.uk](mailto:contact-whc@welhat.gov.uk)

The Occupier

**THE BOROUGH OF WELWYN HATFIELD (VARIOUS ROADS, HATFIELD)  
(RESTRICTION OF WAITING AND PERMIT PARKING ZONE) ORDER 2017**

Dear Resident,

The above Order will come into effect on Monday 3<sup>rd</sup> July 2017. Prior to this date the necessary changes to road markings and street signage will take place. Upon the commencement date warning notices will be issued for the first two weeks. Following this period penalty charge notices will be issued to any vehicles contravening the regulations.

I attach for your information copies of both the **Resident Permit** and **Visitor Voucher** application forms. Useful information on how to complete the forms is shown on the reverse, including additional information on blue badge holders, renewals, replacement, change of vehicle etc.

When sending in your applications, please heed the instructions and attach copies of proof of residence and vehicle ownership together with your application (**do not send originals**). Alternatively should you wish to bring your applications to Campus East Reception, The Campus, Welwyn Garden City; the reception staff will photocopy your documents and forward them to Parking Services. Should you require assistance in completing the application forms, then please leave a message with the Contact Centre on 01707 357000. A member of Parking Services will return your call as soon as possible.

Please read the instructions carefully before completing the application forms.

Sent on behalf of **Parking Services**

Welwyn Hatfield Borough Council, The Campus, Welwyn Garden City, Herts AL8 6AE  
DX 30075, Welwyn Garden City 1

Tel: 01707 357000

[www.welhat.gov.uk](http://www.welhat.gov.uk)



## Resident Permit Parking Schemes

You are advised to read the following information on Resident Permit Parking Schemes (RPPS).

The only type of restriction which can allow parking for both residents and their visitors, but prevent non residents from parking, is called a Resident Permit Parking Scheme.

### Permits

- Vehicles parked on residents' driveways or inside garages on private property do not need to display permits or vouchers.
- Residents who are Blue Badge Holders and own or drive a vehicle will not be charged for the first Permit. Any additional permits to that address will be charged at the 2<sup>nd</sup> permit rate and so forth.
- Professional carers should be instructed to apply for their own Doctor/Health Visitor Permits if attending addresses within a resident permit parking zone.

### Vouchers

- Residents providing proof of receiving a state pension may buy vouchers at a 50% discounted rate.
- Residents should provide visitor vouchers for tradesmen, builders etc. Alternatively these persons may apply for their own Contractor's Permit (see below)

### Current charges for Permits and Vouchers

First permit - £25 per year

Second permit - £40 per year

Third or subsequent permits - £60 per year

Motorcycle permit - £10 per year

Business permit - £225 per year

Doctors/Health Visitor permits - £20 per year

Contractors permit - £18 per vehicle, monthly.

Visitor Vouchers - £10 for 20 day vouchers

### Please note

- Residents and visitors must remember to display permits and visitor vouchers during the hours of the restriction.
- Permits and visitor vouchers are not interchangeable and must be used in conjunction with the Area for which they were issued.
- Any vehicle not displaying a valid permit or visitor voucher may receive a Penalty Charge Notice (PCN)
- Vehicles must not park on grass verges or pavements. Any vehicle parked in these areas may receive a PCN.

# Resident Permit Application Form

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

For additional information on how to complete the application form please see the reverse

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

New permit

Renewal

Replacement

Change of address

Carer's

Change of vehicle

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

Address .....

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

E-mail.....

Daytime Telephone No .....

## Vehicle Details

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

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

Permit number

Permit Area

Blue Badge Holder Y/N

Payment method

Cheque

Credit/Debit card

## 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 live at the address given and wish to apply for a resident parking permit in respect of the vehicle described. I understand that having a permit does not guarantee me a parking space.
2. 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 be a resident within the permit area for which the permit is issued;
  - b. I cease to own the vehicle/s specified in this application;
  - c. The vehicle/s specified in this application is a passenger vehicle and is constructed or adapted solely for the carriage of more than twelve passengers.
  - d. The vehicle/s specified in this application is a goods carrying vehicle and is constructed or adapted in such a manner that it exceeds 2.3m in height; or
  - e. I am issued with a duplicate permit.
  - f. The permit ceases to be valid due to the payment method being dishonoured.

Signed.....Date.....

[www.welhat.gov.uk](http://www.welhat.gov.uk)

## Useful Information – How to complete the application form

### New Permit

<p><b>Proof of Residence</b> Please provide a photocopy of one of the following documents as proof of residence;</p> <ul style="list-style-type: none"><li>• Recent Utility Bill (within the last 3 months)</li><li>• Current Council Tax Bill</li><li>• DSS Benefits or pension book</li><li>• Tenancy agreement/Mortgage statement</li><li>• Solicitors letter confirming completion of purchase</li></ul>	<p><b>Proof of Vehicle Ownership</b> Please provide a photocopy of one of the following documents as proof of vehicle ownership;</p> <ul style="list-style-type: none"><li>• Vehicle registration document</li><li>• Official bill of sale</li><li>• Insurance certificate or Cover note</li><li>• Official company letter (printed on letterhead)</li></ul>
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- **Blue Badge Holders** - If you are a Blue Badge Holder and applying for a resident 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 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 in bold and underlined 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.
- **Carer** – Provide a letter from the residents GP on letter headed paper which confirms the resident needs a carer to visit during the hours of the parking restriction. (These are supplied free of charge)

### 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.**

# Visitor Voucher Application Form

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

**For additional information on how to complete the application form please see the reverse**

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

I am an existing customer

Address .....

I am not an existing customer  
and I enclose proof of residence

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

E-mail.....

Receive a state pension Y/N

Daytime Telephone No .....

Proof of pension attached?

Number of books required

*Existing customers - If you want to pay by credit or debit card, the easiest way to purchase more vouchers is to go on-line at [www.welhat.gov.uk/permitsandvouchers](http://www.welhat.gov.uk/permitsandvouchers).*

## Payment method

*Parking Services will contact you to take card payment over the Telephone. If you would prefer to pay by cheque, then please return this with the completed form.*

Cheque/Cash

Credit/debit card

## Declaration

1. I declare that my usual place of residence is at the address above and wish to apply for visitor vouchers as described overleaf.
2. I understand that any visitor voucher issued to me by the Council is only to be given to visitors, visiting my household.
3. The validity of the visitor voucher is conditional upon it being appropriately used in accordance with the conditions of use printed on the back of the voucher.

I confirm that the above information is correct to the best of my knowledge.

Signed ..... Date .....

## **Useful Information – How to complete the application form**

If this is your first application for Visitor vouchers you will have to provide **Proof of Residence**.

**Please provide a photocopy of one of the following documents as proof of residence;**

- Recent Utility Bill (within the last 3 months)
- Current Council Tax Bill
- DSS Benefits or pension book
- Tenancy agreement/Mortgage statement
- Solicitors letter confirming completion of purchase

### **Pricing**

The cost of a pack of 20 Visitor Vouchers is £10

If you receive a state pension you are entitled to purchase visitor vouchers at a discounted rate of £5.00 for a pack of 20 (25p each). To qualify for the discount you must provide **Proof of Pension**.

**Please provide a photocopy of one of the following documents as proof of pension;**

- A letter from the Department of Welfare and Pensions (DWP)
- A bank statement showing a pension payment from the DWP
- A copy of your pension book

### **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 all the permits please write the vehicle registration numbers and your address on back of the cheque.
- Cheques and postal orders are to be made payable to the “Welwyn Hatfield Borough Council”.
- **Please Do Not Send Cash**

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- It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

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