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Environment and Cultural Services

Reply To: address as below
Ref: MM/12125
Date: 6th February 2020
Direct Tel: 01707 357000
Email: contact-WHC@welhat.gov.uk

Dear Manager/Business Owner,

Notification of New Business Permit Scheme Link Drive Car Park, Hatfield B 04

This letter is to notify businesses that the formal consultation period for the above scheme is now complete. Proposals to implement a business and resident parking permit scheme in Link Drive car park, as well as some changes to the Hatfield town centre car parks, were presented in an amended form to the Cabinet Planning and Parking Panel on 17th December 2019. Their recommendations were approved at the meeting of Cabinet on 6th January 2020.

The council are extending the existing B04 permit area in Dog Kennel Lane to include Link Drive car park. The permit area will be operational Monday to Friday 9am to 5pm. Existing permits will automatically be amended to include Link Drive car park. From the start date, the car park will continue to stay open without a barrier as the new restrictions will stop commuters and non-permit holders.

The B04 permit bays in Dog Kennel Lane will stay Monday to Saturday. Additional 3-hour spaces will be made available for visitors to use in Dog Kennel Lane car park, and 2-hour spaces in the Wellfield Road car park, both Monday to Friday 9am to 5pm. A minor change of parking bay layout will occur in Lemsford Road car park, still providing both 4-hour spaces Monday to Friday 9am to 5pm, as well as unlimited timed spaces there.

Further 3-hour parking provision will be provided in a temporary car park adjacent to Kennelwood Lane car park once The Common car park building works plans progress.

Information around the changes will be displayed on our website www.welhat.gov.uk/parking. We will also have a drop-in session for any questions about parking and assisting in permit applications on Friday 21st February 2020 between 11am and 7pm in The Hub, located in the Hatfield Housing Office

The legal document relating to the parking proposals is being made. The public notice will be published in the Welwyn Hatfield Times on Wednesday 19th February 2020. Notice boards will also be erected in the car parks affected along with maps showing the changes.

The new restrictions will start on Monday 9th March 2020, and the installation of related signage will take place during late February/early March.

Classification: Unrestricted



All local business workers now have the opportunity to apply for permits. Please bear in mind space is limited, and permits will be sold on a first come first served basis. The number of permits and spaces will be monitored, and further permits may be available if space allows.

Some free all-day parking provision will also continuing in part of Lemsford Road car park.

The application process will open online from midday on Monday 24th February 2020.

To create a permit account and then to apply for a parking permit please visit <https://welhat.nsl-apply.co.uk>.

Each applicant will need to create an account linked to an email address. You can create an account and upload the evidence before 24th February, however, applications will not be open before that date. Please make ensure each person who requires a permit has their own permit account, as the applicants name will need to match the evidence supplied. They will need to supply the correct evidence either as a scan or a digital photograph and upload onto the account.

To get started, once you have logged into your account, simply click on “Apply for a permit”. During this part of the application process, it will ask for the evidence to be uploaded, and once you get to the payment section, please ensure you click on “register new vehicle details” to be able to progress the application further.

If you have any questions about creating an application, please call or email using the details at the top of this letter and leave a message. A member of Parking Services will respond as soon as possible. Or pop along to the drop in session mentioned above.

For further details of price & required evidence please see enclosed information.

Sent on behalf of
Parking Services

Permit Parking Schemes

Permit Type	Cost
Business Permit	£50 per annum

Please note: All Zone Doctors and Health Care permits are not valid in the B04 permit bays. Those permits are only valid for resident permit zones where health carers visit clients in their home.

Required evidence for permits:

Proof of business – a headed letter signed by manager/director of company confirming you work at the Hatfield premises, or business rates letter for the premises.

Proof of Vehicle: One of the following – V5C (The Log Book) or Insurance Schedule showing the vehicle is insured or registered to the applicant.

Permits do not cover parking on grass verges, footways, out of bay markings or any yellow lines within the permit car parks. The permit also does not grant any additional time in time limited spaces in Hatfield car parks.

Frequently Asked Questions:

Q. Do I have a permit to display in the windscreen?

A. The permit system is now paperless so no permit is required to be displayed on the permit holders vehicle. The enforcement officers can check if a vehicle has a valid permit by carrying out a search of the registration.

Q. Does having a permit guarantee me a parking space within Dog Kennel Lane or Link Drive car parks

A. A permit does not guarantee a space to park in the zone. It is likely that more permits than spaces will be sold, as people will use the car park at different times which means more space will be available. The number of permits issued will be initially capped and monitored.

Q. How do I upload my proofs onto my account?

A. You can either scan or take a digital photo (using a smart phone or camera) of the required documents and when you click on the upload in the application process select the documents. If you are unable to do either of these you can also bring your documents to the drop in session we are holding and we will scan them for you.

Q. Are my details secure online?

A. Yes the system is secure via an encrypted server as shown on the website address bar by the padlock symbol.

Q. What happens if all the permits are sold?

A. The number of permits issued will be initially capped and monitored. If space allows then it is possible further permits will be available. Unsuccessful applications will be held on a waiting list, so that if permits become available these will be allocated in date and time order of applications in the waiting list.

Any further questions or require assistance with your online application? Please view the user guide at www.welhat.gov.uk/permitsandvouchers or contact us on 01707 357000