

TO:
MR COLIN SYMONDS
301 Munster Road
London
SW6 6BJ

business-20141001.txt.Pac 32

Renewing your business parking permit 9241355

Dear MR SYMONDS

Vehicle Registration MR54CPT

Our records show that your parking permit runs out on 31/10/2014

If you still have a business in Hammersmith and Fulham and want to renew your permit please complete the enclosed application form and supply the requested documentary evidence along with the relevant payment.

— You can submit your application by email, fax or post and your permit will be posted to your business address. Alternatively, your permit can be printed and reserved for collection at the h&f direct centre in Hammersmith Town Hall Extension.

— Applications can be made in person at the Pay & Park counter, Hammersmith Town Hall Extension. But there can be long queues, particularly at the beginning and end of the month.

If you would like to view your permit record you can now do so at www.lbhf.gov.uk/myaccount. You will need to create an account, if you have not done so already, then log in and register for parking permits.

— Other services available on the website now include:

- * Reporting a wide range of issues such as graffiti, abandoned vehicles, dumped rubbish, dog fouling, noise pollution, trading standards issues and much more.
- * Securely viewing your council tax account details, setting up/amending a direct debit and applying for discounts/exemptions.
- * Securely checking details of your housing or council tax benefit claim

For further information about parking permits please visit
www.lbhf.gov.uk/Directory/Transport_and_Streets/Parking/

| | |
|------------------------|----------------------|
| Office use only | |
| Customer number: | Officer |
| Stat number: | Permit Number: |



Application for a business parking permit

H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ

Phone: 020 8753 6681 Fax: 020 8753 4912 Web: www.lbhf.gov.uk Email: parkingpermits@lbhf.gov.uk

Please fill in this form in **BLOCK** capitals.

SECTION 1: Your business details

This form must be completed by the business owner or company secretary.

| | | | |
|------------------|----------------------|------------------|----------------------|
| Surname | <input type="text"/> | Title | <input type="text"/> |
| Forename | <input type="text"/> | Name of business | <input type="text"/> |
| Business address | <input type="text"/> | | |
| Email | <input type="text"/> | Postcode | <input type="text"/> |
| Phone (Day) | <input type="text"/> | Mobile | <input type="text"/> |

SECTION 2: Details of your vehicle

Each business can apply for up to two permits. Each permit can relate to only one vehicle. We cannot issue permits for vehicles over 2.28 metres in height.

Permit 1:

| | | | |
|---|--|---|--|
| Vehicle registration number | <input type="text"/> | | |
| Vehicle colour | <input type="text"/> | | |
| Make and model | <input type="text"/> | | |
| Is this vehicle greater than 2.28 metres in height? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Which type of permit are you applying for? | <input type="checkbox"/> 6 months (£464) | <input type="checkbox"/> 12 months (£791) | |

Permit 2:

| | | | |
|---|--|---|--|
| Vehicle registration number | <input type="text"/> | | |
| Vehicle colour | <input type="text"/> | | |
| Make and model | <input type="text"/> | | |
| Is this vehicle greater than 2.28 metres in height? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | |
| Which type of permit are you applying for? | <input type="checkbox"/> 6 months (£735) | <input type="checkbox"/> 12 months (£1,310) | |

SECTION 3: Proof of company

You must provide photocopies of one of the following sets of proof to prove your company is located within Hammersmith & Fulham

- Business rates bill plus **two** different utility bills (gas, electricity or water within the last three months) **OR**
 - A tenancy agreement plus **two** different utility bills (gas, electricity or water within the last three months)
- If you are unable to supply these proofs then please contact us on the details above.

SECTION 3a: Collection/Royal Mail

| | | | |
|---|--------------------------|-------|----------------------|
| Pay and reserve (Please contact me when my permit is ready for collection) | <input type="checkbox"/> | Phone | <input type="text"/> |
| Royal Mail | <input type="checkbox"/> | | |

SECTION 4: Declaration

You must read each section below and sign to say that you have read and understood them fully.

(The person named in Section 1 must sign this declaration)

- I confirm that the address stated in Section 1 of this form is the main address of my business.
- I confirm that I will immediately return my business permit if I stop trading in the borough or if I no longer own or use the vehicle that the permit is for (note - **we would not provide a replacement business permit unless the original is returned**).
- I confirm that the vehicle(s) stated in Section 2 are necessary for the operation of my business and should I no longer need the vehicle to carry out the operation of the business then I will return the permit to the London Borough of Hammersmith & Fulham.
- I confirm that the vehicle with the registration given in Section 2 of this form is not designed for more than 12 passengers (not including the driver) and is less than 2.28 metres high.
- I understand and accept that you may ask to visit my business or carry out further investigations, including contacting any relevant people, before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit. In the circumstances, I also understand that my vehicle may be removed if it is parked in a shared-use parking bay.
- I understand that all information provided by me and held by H&F may be used or shared by LBHF for the following purposes:
 - law enforcement, regulation and licensing, criminal prosecutions and court proceedings.
 - share information with other council services and other organisations to make sure information is accurate, recover debt, prevent and detect fraud, and protect public funds. These organisations may include Government organisations, other local authorities and private sector organisations such as banks or organisations that lend money.
 - to provide information to our staff and third parties who provide council services on our behalf.
 - to maintain and improve the services we deliver, this includes developing and upgrading the systems we use to process your information
 - share your information with other councils for research and analysis purposes, to help us design the services we provide and to identify and contact residents who may benefit from them.
- I understand that if I pay for a business permit by cheque, credit card or debit card and my bank refuses to make that payment, the permit will be considered to be invalid and I risk having my vehicle ticketed or removed.
- I understand that, in certain circumstances, the London Borough of Hammersmith and Fulham may require me to provide further evidence to support my application. This may be in addition to any documentation described within this application form.
- I understand that if I abuse the parking permit system my permit will be withdrawn.
- I have read and understood the instructions and notes regarding this application form, as outlined in the Guide to Parking Permits brochure. I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.
- I understand that a replacement permit will not be issued unless the original permit is surrendered.

Signed

Date

SECTION 5: How to apply

- **Apply by email:** scan and email your completed application form, supporting documents and payment to parkingpermits@lbhf.gov.uk
- **Apply by fax:** fax your completed application form, supporting documents and payment to 020 8753 4912.
- **Apply by post:** send your form, required proofs and payment to H&F Direct, Pay and Park, PO Box 60820, London W6 9UZ.
- Please check our website www.lbhf.gov.uk or call 020 8753 6681 for further information.