

## **Business Parking Permit Virtual – Terms and conditions-**

**Please note – when creating an online permit account:**

- Please provide all the required proof as requested, so that your application can be reviewed.
  - If you require help in completing the process in creating a permit account online please contact Parking Services on: 020 8207 7422 or [TRDC.permitenquiries@hertsmere.gov.uk](mailto:TRDC.permitenquiries@hertsmere.gov.uk)
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### **Business Permit Application (Virtual)**

**Are you eligible to apply** – If you are a local worker/business and regularly use a particular council pay and display car park, you may find it beneficial to buy a business parking permit. In some areas there is on-street parking available for business permit holders and these are indicated by **signage on street** where it is applicable. The parking permit will be valid for a specific registered vehicle and car park. To check which car parks a business parking permit can be used please visit <https://www.threerivers.gov.uk/services/parking/parking-in-three-rivers#Car%20parks>

If you are eligible to receive permits and wish to apply, please visit the council's website and create a permit account.

Please note when applying for Business Permit, two registrations can be added. However, the permit will only be valid for the vehicle that is parked. **Please tick the vehicle that is being used so the permit remains valid. Only one vehicle registration can be active on a single permit at any given time.**

**Proof Required** – The council will require proof of business and vehicle ownership at the time you apply to ensure that the rights of legitimate users of the CPZ scheme are not compromised from illegal and/or unauthorised motorists. You will be asked to upload the following proof:

- **Business Address** – Official documentation showing business address and type or business engaged in (e.g. VAT registration number or company letter/invoice).
- **Proof of Private vehicle** – Vehicle details Registration document/official bill of sale/insurance cover note (this must show the name of the person applying for the permit and the registration number).
  - Registration document
  - Official bill of sale
  - Insurance document

**Proof of Company car** – An official letter from the Company Secretary/Car Pool Manager, stating that you are the authorised driver of the car.

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**Application Declaration – when making an application for a parking permit/s you are agreeing to the following conditions of use:**

1. I hereby certify that my usual place of business is at the address as specified for the online application and wish to apply for business parking permit(s) in respect of the vehicle also specified for the online application.
2. I understand that any permit issued to me by the council is in respect of the said vehicle and that the issue of the permit is conditional upon surrender to the council of the permit if:
  - a) I cease to have a business or to work in the area;
  - b) I cease to own the vehicle specified in the application;
  - c) The vehicle specified in the application is adapted or used in such a manner that it ceases to be a passenger vehicle;
  - d) The permit ceases to be valid at the expiration of the specified period.
3. The validity of the permit is conditional upon:
  - a) The vehicle being under 2.32 metres (7'6") in height and 5.5 metres (18') in length; and
  - b) The vehicle holding a valid road fund licence (Vehicle Excise Duty(VED)continuously;
  - c) The permit being valid only in the car park specified in the application.

**d) Permits are only valid once paid and showing a valid start date**
4. I understand that Three Rivers Council reserves the right to cancel and withdraw this permit should any contravention of the conditions of the above declaration be breached or any other reason the Council deems is misuse or detrimental to the Permit Parking scheme
5. I declare that the information provided is correct and complete to the best of my knowledge.

I agree to inform the Hertsmere Parking Services (Partnership with Three Rivers Council) office as soon as there is any change of circumstances.

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**⚠ WARNING: GIVING FALSE INFORMATION CAN LEAD TO PROSECUTION**