

## **Residential Permits – 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 on-line, please contact Parking Services on: 020 8207 7422 or [trdc.permitenquiries@hertsmere.gov.uk](mailto:trdc.permitenquiries@hertsmere.gov.uk)

## **Resident Permit Application (Virtual Permit) - Terms and conditions**

### **Eligibility**

Resident parking permits will only be issued if you permanently reside in a controlled parking zone area and where resident and visitor parking bays are available in your road. The residential parking permit will be valid for a specific registered vehicle and zone.

Permits will only be issued to the current householder and not to any third party such as a Landlord, developer etc.

### **Applying for a Permit**

If you are eligible to receive permits and wish to do so, you will need to go onto the council's website and create a permit account. If you require and are eligible for more than one resident parking permit you will need to apply for each vehicle. For more information on the allowed number of permits per household please visit:

<https://www.threerivers.gov.uk/services/parking/parking-permits>

### **Proof Required**

The council will require proof of address 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:

1. **Proof of Address** - Please supply one of the following official documentations, showing the property where you permanently reside (Photocopies are accepted). You will not be able to complete the application process if you do not upload the necessary proofs:
  - Utility Bill – Gas/Electricity/Water (within the last six months)
  - Council Tax Bill (most recent)
  - Driving LicenceNot all official documentation will be accepted, for example, mobile telephone bill, bank statement.
2. **Proof of Private vehicle** - Please supply one of the following official documentation that must show the name of the person applying for the permit and the registration number (Photocopies are accepted):
  - Registration document
  - Official bill of sale
  - Insurance document
3. **Proof of Company car** – An official letter from the Company Secretary/Car Pool Manager, stating that you are the authorised driver of the car.

### **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 I usually live at the address as specified for the on-line application and wish to apply for a resident parking permit(s) in respect of the said vehicle.*

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 the surrender to the council of the permit if:

- a) I stop living at the address to which the permit is applicable;
- b) I no longer own or use the vehicle specified 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) I am issued with a duplicate permit;
- e) 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; 5.5 metres in length; and
- b) The vehicle holds a valid road fund licence (Vehicle Excise Duty (VED) continuously; and where appropriate
- c) **Permits are only valid once paid and showing a valid start date**

4. I understand that Three Rivers Council reserve the right to cancel and withdraw this permit should any contravention of the conditions of the above declaration being breached.

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.

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