

## APPLICATION FOR

### Type of application

<p><b>COMPANY DETAILS</b> Will be used for correspondence and permits will be sent to this address</p> <p>NAME:</p> <p>ADDRESS:</p> <p>POST CODE:</p> <p>TELEPHONE No:</p>	
<p><b>Main Contact Details</b></p> <p><b>APPLICA Mr</b></p> <p>NAME:</p> <p>MOBILE:</p> <p>Email:</p> <p style="text-align: right; margin-top: 20px;">Text reminders will be sent when permit renewal are due</p>	
<p><b><u>VEHICLE DETAILS</u></b> <i>(to be used for general permits only)</i></p>	
<p>Make:</p> <p>Model:</p> <p>Registration Number:</p>	<p><b>Driver name</b></p>
<p><b><u>DURATION OF PERMIT</u></b></p> <p style="text-align: right; margin-top: 20px;">Please select appropriate permit required from the drop down.</p>	
<p><b>COMMENCEMENT DATE</b></p> <p>PLEASE RETURN THE COMPLETED FORM TO: <b>Parking Permits</b> PO BOX 18, CIVIC CENTRE, HARROW, HA1 2UT Or <a href="mailto:parking.permits@harrow.gov.uk">parking.permits@harrow.gov.uk</a></p>	<p><b>Marked Specific applications only</b></p> <p>No of bays</p> <p>Qty</p> <p><b>Marked specific prices per bay</b></p>

Please make cheques payable to London Borough of Harrow, for card payments email [parking.permits@harrow.gov.uk](mailto:parking.permits@harrow.gov.uk) for an officer to contact you to take payment.

This application for a business permit is made in accordance with the conditions stated below

Signature:	Date:
Print Name:	
Designation:	
<b>Tick this box to confirm agreement with terms and conditions below</b>	

**FOR OFFICIAL USE ONLY**

Permit number

Date

Initials

**Permits are issued in accordance with the current Harrow (Parking Places) Traffic Order**

Permits may only be issued and used in conjunction with a business located in the vicinity of the car park for which it is issued used in accordance with the conditions of the above Order – a copy of which may be purchased from the Traffic Highway and Asset Management Team (THAM).

An application form **MUST** be completed before a permit will be issued. Please ensure that you provide all the information requested overleaf - Incomplete or illegible applications will not be processed. These permits are valid until the date specified renewal reminders will be sent by text. Please be aware we take no responsibility for postal delays or misdirected mail and it is the **holders' responsibility to both renew and display a valid permit at ALL times when parked.**

**Summary of Conditions:**

1. A valid permit must be displayed so it is visible from outside the front of the vehicle and specific to that vehicle/company.
2. To verify that an application of permit is valid the applicant or permit holder may be required to produce to an officer of the Council such evidence as may be reasonably required.
3. The permit will be withdrawn by the Council if:-
  - The application/permit holder ceases to have a business or to work in the area.
  - The vehicle is not taxed.
  - The applicant/permit holder ceases to be the owner of the vehicle.
  - The vehicle has been adapted to a class not permitted.
  - The permit has been reported lost or stolen
  - A duplicate permit has been issued
  - The permit was issued upon receipt of a cheque, which has subsequently been dishonoured or remained unpaid
  - Refunds in respect of unexpired portions of surrendered permits are made on each complete remaining 3 months at time surrendered permit is recieved.

**If at any time in the future the council have to withdraw the permits from this car park you will receive a pro rata refund on the outstanding time remaining on your permit.**

**Note:** Should the vehicle be changed or the permit lost/stolen it should be reported immediately to [parking.permit@harrow.gov.uk](mailto:parking.permit@harrow.gov.uk) and a replacement permit can be supplied at a charge of £10.

General Permit holders can park in any bay **other** than those designated for Marked Specific Permit Holders or Blue Badge Holders.

Marked Specific Permit Holders may only park in those bays designated for their company where such bays are marked.

**Note: For Peel House**

**Peel House Car Park is closed between the hours of Midnight and 07.00, Monday to Sunday, and all day Christmas Day, Boxing Day & Easter Sunday. This car park is locked outside of the opening hours and any vehicles left cannot be removed until the car park re-opens.**

**Peel House permits will be delivered to the car park where they can be collected along with the access card to enter/exit the car park.**

**Peel House Permit Holders also agree to comply with the attached Peel House Car Park Business Permit Operational Conditions July 2015.**