



SCHOOL VISITOR PERMIT APPLICATION – THE RUTTS CAR PARK

A school visitors parking permit will only be issued to person/s that require to park in, High Road, Bushey Heath (The Rutts) Car Park in order to drop off and collect their child/children who attend Bushey Heath Primary School.

The permit can only be used when collecting a child/children from school during the allotted times stated on the parking permit, which is valid for 12 months, Monday to Friday.

There is a charge of £15 for the permit. Details on how to make payment is advised on the reverse side of the form. Please also be advised that if you wish to make changes to the permit details or require a replacement, prior to expiry, there will be an administration charge of £2.50.

Please complete the details below.

Please allow 10 working days for applications to be processed.

Title Forename Surname

Address (including floor or flat no. if any)

Postcode

Home phone no. Daytime phone no.

The permit can have a maximum of three half hour time periods on the permit. *For example, if your child/children attends the just the Nursery then you should only tick AM and Midday periods.* If your child/children just attend years 1-6 then you should only tick the Am and PM periods. Please confirm below what drop off and pick up time you require on the permit. Only one half-hour slot from each period. The car park operational times are Mon – Sat 8am – 6.30pm, so if you are dropping off and picking up outside of those times then you would not require a permit to park.

<u>Am Period</u>	<u>Midday Period</u>	<u>Pm Period</u>
8.40 am – 9.10 am <input type="checkbox"/>	11.30 am – 12.00 pm <input type="checkbox"/>	15.05 pm – 15.35 pm <input type="checkbox"/>

VEHICLE DETAILS

Vehicle registration no.

Make Colour

Declaration

1. I understand that the School Visitor parking permit is only valid if displayed within the times and location stated on the permit and should I fail to do so I could find myself liable to receive a penalty charge notice.
2. I understand that the School Visitor parking permit is only valid in the High Road Bushey Heath (The Rutts) Car Park, when collecting a child or children from the Bushey Heath Primary School.
3. I understand that the School Visitor parking permit is only valid if the vehicle holds a valid Road Fund Licence.
4. I certify that the information contained on this form is true to the best of my knowledge and belief, and that the council retain the right to cancel and withdraw the School Visitor parking permit if there is evidence of misuse.

Signed _____ Date _____

Payment

Payment can be made by:

- Cheque - made payable to Hertsmere Borough Council
Debit/Credit Card - by providing a contact telephone number on the application form and Parking Services will make contact once the application has been received, to take payment.
- Cash - by calling into the Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA.

DO NOT SEND CASH VIA THE POST

Please send your completed application to:

Parking Services, Hertsmere Borough Council, Civic Offices, Elstree Way, Borehamwood, Herts, WD6 1WA.

If you require help in completing this form please contact Parking Services on: 020 8207 7422.

FOR OFFICE USE ONLY

Permit No.	Remittance £
Expiry Date	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Card <input type="checkbox"/>