



HILLINGDON
LONDON

Visitor Voucher Application Form

Guidance Notes

Note A – Completing the Application Form

Please fill in all parts of the Visitor Voucher Application Form.

A Visitor Voucher application form must be completed before the free vouchers can be issued.

Note B – Entitlement to Visitor Vouchers

You are entitled to Visitor Vouchers if:

- Your usual place of residence is within a Parking Management Scheme (PMS). If you do not regularly live in premises in the Zone you do not qualify for vouchers irrespective of your interest in the property.
- Visitor vouchers can only be used by vehicles, belonging to or being used by a person visiting the resident of the parking management scheme, the overall height of which does not exceed 2.3 metres.

Proof of residency must be provided (See Note D Below).

Note C – How to Apply for Visitor Vouchers (only postal applications will be accepted)

Vehicles parked in designated parking places not displaying a valid voucher or resident permit after the start of parking controls are liable to be issued with a Penalty Charge Notice (PCN). PCNs issued will not normally be cancelled.

Please post the completed form to:

London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
UB8 1UW

Please ensure the correct postage is paid when returning application forms.

Note D – Proof of Address

You must include proof of address with your application form. If you do not enclose the relevant document, this will result in a delay in the issue of your vouchers.

The document must show your name and the address at which you are applying for vouchers

New residents applying for their free vouchers must supply proof of when they moved into the property.

Note E – Cost of Vouchers

- Ten vouchers costs £10.00 - Please do not send Cash
- Each voucher will permit parking for one whole day
- The Council has the right to reject any application

**Please Note You may only purchase a maximum of 60 vouchers at any one time.
Maximum order is specific to zone.**

Visitor Vouchers are only valid in Resident Permit Holder bays.
Vouchers are invalid if the Vehicle Registration number is altered or if more than one day/date/month are scratched out.
Terms & Conditions of use are printed on each voucher.

Do not display more than one voucher at any given time.

Please Note: Your Visitor Vouchers will be valid for use in the zone you are resident in only and does not guarantee the use or availability of any specific space. The Council has the right to reject any application.

The Visitor Vouchers are the property of the Council and may be cancelled at any time.

Before you submit your application please tick the items enclosed to support your application:

- The completed Application Form
- Proof of address
- Payment

Please allow up to 14 days for your application to be processed.

Please post the completed form to :
London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
UB8 1UW

Please ensure the correct postage is paid when returning application forms.

Additional vouchers may be purchased by credit/debit card from your allocated Library, two forms of identification will be required. Please check the Library website before visiting the Library.

For enquiries please contact the permit department on:

Telephone : **01895 250633**

Email : **parkingpermits@hillingsdon.gov.uk**

The London Borough of Hillingdon (LBH) is the data controller in regards to any personal data you submit using this form. LBH processes personal data in line with its obligations under data protection legislation. For more information on how LBH will process your personal data please visit www.hillingdon.gov.uk/privacy



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Application Form for Visitor Vouchers

Please answer all questions on the form

Part 1 – Your Particulars

Mr/Mrs/Miss/Ms/Other

Forename Surname

Address Post Code

Daytime Telephone No Email Address

Part 2 – Proof of Address

The Council reserves the right to view original documents

(Please tick the box to show the documents you have included)

Proof of Address must match the above name and address:

(Please include a **COPY** of **ONE** of the following for each named applicant)

- A copy of your current Hillingdon Council Tax Bill.
- A copy of your signed, tenancy agreement **or** a copy of a solicitor's letter indicating purchase of the above property.
- A copy of a recent fixed utility bill (electricity, gas, Landline telephone, water).
- A copy of your full Driver's Licence.

Part 3 – Charges

Vouchers are available at a cost of £10.00 per 10.

The free allocation of Visitor Vouchers will be issued with each free Resident Permit.

For residents who do not require a Residents Permit the free Visitor Vouchers will still be available on request annually, by contacting us by phone, fax, e-mail, post.

Additional vouchers may be purchased from your allocated Library, two forms of identification will be required.

Payment: Cheque or postal order crossed and made payable to London Borough of Hillingdon.

If you wish to pay by credit card, please provide a daytime telephone number for payment to be taken over the phone. If we are unable to contact you we will return the application form for you to attach a cheque.

Please do not send Cash.

Part 4 - Declaration

I hereby certify that:

- The address shown in Part 1 is my usual place of residence.
- I do not already hold Visitor Vouchers for another address in the London Borough of Hillingdon.

I shall immediately surrender the Visitor Vouchers to the Council in the event of any of the following:

- I cease to reside within the Parking Management Scheme for which the Visitor Vouchers have been issued.
- The Council withdraws the vouchers or they cease to be valid for any other reason.

It is an offence for a person to make a false statement for the purpose of obtaining Visitor Vouchers.

I certify that all the information I have given is correct and agree to abide by the conditions of issue.

Signature : _____ Date : _____