



# Residents' Parking Schemes in the borough of Dacorum

The borough of Dacorum currently has nine Controlled Parking Zones. If you live inside a zone you can apply for a resident's parking permit.

Within each zone, most marked parking bays are reserved for permit holders **only**. During the hours of restriction, any vehicle parked in a residents' parking bay **must** display a valid resident's permit or visitor voucher. Any vehicle which doesn't is liable to incur a penalty charge.

## Getting a permit

### Who can get a permit?

Anyone who lives within the boundaries of a controlled parking zone. The permit, which runs for 12 months, will only be valid for the zone in which you live. **There are details of each zone, the hours it operates, and a list of roads included within it below.**

In most zones there are some addresses which are not included in the scheme. For instance, in the K zone, properties on the former Kodak site (including Bulbourne House, Gade Place, Gadebridge Point, KD Tower, Moor End Lodge, Cranstone Lodge and KD Plaza) were excluded from the zone as a condition for planning permission of the development being granted.

If you are unsure if your address qualifies, please check with the Parking Centre (see 'Contact us' below).

### How many permits can I have, and how much are they?

You are allowed one permit per person per vehicle, up to a maximum of three permits per household.

The first permit in a household costs £25. Second and third permits cost £40 each. If you are a disabled badge holder your permit is free of charge. Permits for motorbikes are £10 each.

### Does my vehicle qualify?

You must be the registered keeper or permanent user of the vehicle. If you are the regular user of a company vehicle, or a lease or hire vehicle, it may also qualify.

The vehicle must not be longer than 5.25m, or taller than 2.3m.

## How do I get a permit?

By applying online at [www.dacorum.gov.uk](http://www.dacorum.gov.uk). Follow the link through to Parking and then select "Residents Parking". Click "Apply for a new residents permit online" and complete the steps. If renewing, select the date that is a day after the expiry on your current permit. The permit will be delivered to your address.

Alternatively, complete the application form available from the Parking Centre, and then send or bring it to us with the appropriate fee.

**For both methods, you will need to provide proof of your address and that you are the registered keeper or permanent user of the vehicle. This evidence will be required every year upon renewal.**

## Proof of address

If your name appears on the current version of the electoral register which is available for public inspection, you will **not** have to provide any other proof.

If it doesn't, or if you have asked for your details to be excluded from the public version, you will need to provide **one** of the following:

- a tenancy agreement – (minimum 6 month tenancy, dated no more than three months previously)
- a solicitor's letter confirming the completion of the sale of the property (provided the transaction took place no more than three months previously)
- a current Council Tax bill dated no more than three months previously
- a pension or benefit book, or a current letter of entitlement
- a utility bill dated no more than three months previously (gas, water, electricity or landline telephone bill only)

Any document submitted **must** contain the name of the applicant and their current address (which must be a qualifying address within the zone). We cannot accept other documents, such as driver's licence, mobile telephone bill, broadband or subscription TV bill.

## Proof that the vehicle qualifies

You will need to provide **one** of the following:

- the vehicle registration document (V5)
- insurance documents showing the applicant as principal or a named driver, the registration number and the registered address of the vehicle
- an official bill of sale or invoice (provided the transaction took place no more than three months previously)
- a lease or hire agreement
- if it is a company vehicle, a letter on company letterhead, signed by the company secretary or similar and dated within the last three months. It must confirm the registration number, make, model and colour of the vehicle and also that the applicant is the keeper of the vehicle

**Any document, including a company letter, must contain the name of the applicant and their current address (which must be a qualifying address within the zone). We cannot accept handwritten documents.**

## Other permits

### Visitor vouchers and permits

You can buy visitor vouchers and week-long visitor permits if you live within the controlled parking zone, as long as you qualify and can provide the necessary proof of your residence within the zone. There is more information in our 'Visitor Vouchers' leaflet.

### Extra permits for work vehicles

If you need to use a specially adapted vehicle for work (for instance, a gas fitter or AA patrol) you may be eligible for an extra permit. **Company cars do not qualify.** You must show that the vehicle is essential to your livelihood, and that there are no alternative parking spaces available.

A work vehicle permit costs £40. To qualify, vehicles must not be longer than 5.25m, or taller than 2.3m. For more information, please contact the Parking Centre (see 'Contact us' below).

### Special permits

If your needs don't match the normal permit criteria we may be able to grant you a special permit. For instance, if your health means that you depend on visits from family carers on a routine basis, and you need a permit for your family carers to use when they visit, we may be able to help.

When you apply for a special permit you will need to provide supporting, usually medical, evidence of your circumstances. For more information, please contact the Parking Centre (see 'Contact us' below).

### Business permits

Businesses with addresses that fall within a zone may qualify for a single business permit for up to two operational vehicles. The cost of these permits is £300 per year. There is more information in our 'Business permits' leaflet.

### Temporary and replacement permits

If your usual vehicle, for which your permit was issued, is unavailable (such as away for repair or service), we can issue a temporary permit for another vehicle for a maximum of two weeks. You must leave your original permit with the Parking Centre before the temporary permit is issued. We will return it to you when you return the temporary permit to us.

If you change your vehicle, you must also change your permit. We will need to see proof that the new vehicle qualifies for a permit, and the original permit must be returned to us. **Lost permits are not normally replaced.**

The first change in any 12 month period is free. Further changes cost £7 each.

## Refunds

If you no longer need a permit and it has not yet expired, you may be able to get a partial refund. Contact the Parking Centre for more details (see 'Contact us' below). We can only offer a refund when the permit is returned to us.

## Conditions and restrictions

### Penalty charge notices

We will not issue a permit for a vehicle for which there are unpaid penalty charge notices.

### Bank holiday restrictions

**Any parking restrictions in Dacorum that apply every day, or on set days of the week, also apply on Bank Holidays.** This includes permit bays in controlled parking zones, yellow lines and pay and display charges.

### Driveways and suspended bays

You must not park across driveways within a permit bay, unless it is your own driveway, and you display a valid permit. **We may withdraw your permit if you do so.**

From time to time, we may suspend the use of a residents' bay or bays for a short period. If we do so, the bays concerned will be marked as suspended by one or more signs, which will also give the dates on which the suspension will be in force.

You may **not** park in a permit bay which has been suspended. Vehicles parked in these bays will be issued with a penalty charge notice, even if a permit is on display.

### Parking spaces available

So that controlled parking zones can benefit local residents, we restrict the number of permits available to any household and we do all that we can to prevent unauthorised use of permit bays.

However, please be aware that having a parking permit does not guarantee you a parking space.

**In some circumstances (house moves or skip hire, for example), we can suspend a bay or bays for a short time. There is a charge for this – Please contact the Parking Centre**

**Details of each zone, the hours it operates, and a list of roads included within them appear on the next three pages.**

## Contact us

**For more information or help, please call the Parking Centre on 01908 223505.**

The Parking Centre, PO Box 921, Civic Centre, Marlowes, Hemel Hempstead, Herts HP1 1ZP. We are open from 9am to 5.30 pm Monday to Friday, and 9am to 1pm on Saturday. Our customer entrance is behind the Marlowes Health Centre

## Zone A

### **Restricted hours: 10am to 10pm Monday to Sunday**

Two Waters Road (From the river bridge to the end of the cul-de-sac)

## Zone B

### **Restricted hours: 8am to 6pm Monday to Friday**

Beaumayes Close

## Zone C

### **Restricted hours: 8am to 8pm Monday to Sunday**

Astley Road

Bury Road (between its junction with Leighton Buzzard Road and the northern boundaries of numbers 78 and 75)

Cemmaes Meadow

Cemetery Hill

Collett Road

Cotterells (between numbers 2 and 62)

Cotterells Hill

Heath Brow

Heath Close

Heath Lane

Leighton Buzzard Road (between numbers 150 and 186)

South Hill Road

## Zone K

### **Restricted hours: 8am to 10pm Monday to Sunday**

Charles Street

Cotterells (between numbers 64 and 264a)

Park Road

Vicarage Close

St Johns Road (East of its junction with Park Road)

## Zone H

### **Restricted hours: 8am to 8pm Monday to Saturday**

Alexandra Road

Broad Street

Christchurch Road

Crescent Road

Concorde Drive

East Street

Fernville Lane

Hillfield Road (between Alexandra Road and Mayflower Avenue)

Midland Road (between junction with Mayflower Avenue and Marlowes)

Walnut Grove

## Zone R

### **Restricted hours: 8am to 6pm Monday to Friday**

Standring Rise  
Roughdown Road

London Road (*between numbers 431  
and 443*)

## Zone S

### **Restricted hours: 8am to 6pm Monday to Saturday**

Bassil Road  
Lamsey Road  
Simmonds Rise

St Albans Road (*between numbers 6  
and 94*)

## Zones TS

### **Restricted hours: 8am to 6pm Monday to Sunday**

Station Road Tring – Railway Cottages

## Zone X

### **Restricted hours: 9am to 10am and 2pm to 3pm Monday to Friday**

Cangels Close  
Foster Road  
Grove Road  
Horsecroft Road  
Kingsland Road  
Moorland Road  
Northridge Way (between its junction  
with Fishery Road and its junction with  
Benchleys Road)

River Park  
Fishery Road (between St.John's Road  
and the canal bridge)  
Wharf Road  
Fishery Passage (between the bollards  
outside Earles Court and Fishery  
Road)

*Issued September 2016*