

ZONE **BUSINESS TRADERS PERMIT - APPLICATION FORM**

PLEASE COMPLETE IN BLOCK LETTERS AND MARK ANY APPLICABLE BOXES WITH A TICK

1. APPLICANT

TITLE: _____ FORENAMES(S): _____

SURNAME: _____ COMPANY NAME: _____

ADDRESS: _____

POSTCODE: _____ PHONE NUMBER: _____

COMPANY VAT NO: _____ EMAIL ADDRESS: _____

2. SITE LOCATION

ADDRESS: _____ POSTCODE: _____

3. VEHICLE DETAILS

REGISTRATION NO: _____ MAKE: _____

MODEL: _____ COLOUR: _____

4. APPLICATION DETAILS

NEW	<input checked="" type="checkbox"/>
RENEWAL	<input checked="" type="checkbox"/>
CHANGE OF VEHICLE	<input checked="" type="checkbox"/>

LENGTH OF PERMIT

3 – Months	£175	<input checked="" type="checkbox"/>	From	/	/
6 – Months	£325	<input checked="" type="checkbox"/>	From	/	/
12 – Months	£600	<input checked="" type="checkbox"/>	From	/	/

PLEASE ENCLOSE ONE OF THE FOLLOWING

Proof of Contractual works	<input checked="" type="checkbox"/>
Planning Permission	<input checked="" type="checkbox"/>

5. DECLARATION

I DECLARE THAT I HAVE READ AND WILL COMPLY WITH THE REQUIREMENTS OF "NOTES TO APPLICANTS" OVERLEAF AND THAT ALL THE INFORMATION GIVEN IS CORRECT.

SIGNATURE: _____ **DATE:** _____

A FALSE STATEMENT MAY RENDER AN APPLICANT LIABLE TO PROSECUTION

FOR OFFICE USE ONLY

DATE RCVD _____ DATE PROCESSED _____ EXPIRY DATE _____

RCVD & CHECKED BY _____ EXPIRY DATE _____ FILED BY _____

RECEIPT NO _____ PERMIT# _____

GUIDANCE NOTES & TERMS & CONDITIONS FOR BUSINESS TRADERS PARKING PERMITS

NOTES FOR APPLICANTS

The Council will require an applicant to produce reasonable evidence to verify the particulars supplied. The Council may withdraw a permit if it appears that any of the particulars supplied are false. Civil Enforcement Officers or authorised Council officers can request your permit at any time for inspection.

The cost of the permit is £600, £325 or £175. This form must accompany payment and the required proof.

Payment is only accepted by Cheque or Postal Order.

Cheques and postal orders should be made payable to EALING COUNCIL. Post dated cheques and postage stamps cannot be accepted.

Applications for new, renewal and change of vehicle Business Traders permits will be processed within 10 working days from the date the application is received by Parking Services. Applications should be sent by post to: **Ealing Council, Parking Services, PO Box 46264, London, W5 2UN**

THE COUNCIL RESERVES THE RIGHT TO AMEND CHARGES AND PROCEDURES

DECLARATION

- (a) I hereby certify the site location is at the address shown in section 2 overleaf, and wish to apply for a Business Traders Parking Permit in respect of the vehicle specified in Part 3 of the application.
- (b) I understand that any permit issued to me by the Council is in respect of the said vehicle and that this and any subsequent issue of a permit is conditional upon my surrendering the permit if:-
 - (i) I cease to carry out a works as defined in the Order or
 - (ii) I cease to own the vehicle specified in Part 2 of this application, or
 - (iii) I am issued with a duplicate permit, or
 - (iv) The said permit ceases to be valid at the expiration of the specified period, or
 - (v) The permit is withdrawn pursuant to the provisions of the relevant traffic order.
- (c) I undertake to inform the Council immediately if any of these events occur. Failure may result in legal action and/or the issue of Penalty Charge Notices.

REQUIREMENTS OF APPLICATIONS AND ISSUE OF PERMITS

- (a) An application form must be completed each time a permit is requested, including the renewal of an existing permit and on the change of a vehicle.
- (b) The applicant named must sign the application.
- (c) This application must be accompanied with a copy of a proof of contractual works and planning permission.

The Council's decision is final regarding proof of eligibility.

THE FOLLOWING MUST BE SUPPLIED BEFORE A PERMIT WILL BE ISSUED. ITEMS NOT SUPPLIED WILL RESULT IN YOUR APPLICATION BEING RETURNED.

- (a) Applicants will need to satisfy the Council that the vehicle(s) will be used to complete contractual works.
- (b) The Council reserves the right to visit the premises in order to verify your application.

PLEASE ONLY PROVIDE COPIES OF THE REQUIRED PROOF. EALING COUNCIL ACCEPTS NO RESPONSIBILITY FOR ANY ORIGINAL DOCUMENTS SENT WITH APPLICATIONS.

- (d) A new permit is issued for a period of 12 months, 6 months or 3 months.
- (e) It is the responsibility of the driver to ensure that the parking permit is valid and clearly displayed in their vehicle at all times.

USE OF RESIDENTS' PARKING SPACES AND PARKING PERMITS

- (a) Business Traders Permit holders are only permitted to park in Pay and Display bays if they pay the appropriate charge, unless signs state 'Dual Use' bays.
- (b) A Business Traders parking permit does not allow the holder to park in stop and shop or specific user bays – e.g. disabled.
- (c) A Business Traders parking permit will allow the vehicle for which it has been issued to park in any available residents' parking space within the Controlled Parking Zone.
- (d) Individual parking spaces cannot be allocated to any particular vehicle.

RENEWAL OF A PARKING PERMIT

The onus is on the permit holder to ensure the permit is renewed before the date of expiry, if required.

CHANGE OR DISPOSAL OF A VEHICLE

- (a) On the change of a vehicle or registration number the old permit must be surrendered. A £10 administration fee must be paid and an application form completed for the new vehicle.
- (b) On disposal (without replacement) of the vehicle, or on completion, the permit must be surrendered and refund will be made for each complete month unexpired, less an administration charge of £15.00.

LOST DESTROYED OR SPOILT PERMITS

If a permit is lost, destroyed or spoilt there is a £15.00 administration fee for re-issue of permit.

STOLEN PERMITS

Will be replaced free of charge following written confirmation with a crime reference number from the police.

BANK HOLIDAYS

The control on the residents' parking spaces does not apply on Christmas Day, Good Friday, or a Bank Holiday.

DATA PROTECTION

The Council of the London Borough of Ealing will use the data collected through the issuing and administration of this Permit for the purpose of enforcement of parking and traffic offences and traffic management administration. The data will be used by The Council of the London Borough of Ealing, its agents, and London local authorities and may be disclosed to other law enforcement agencies for those purposes and when it is considered necessary for the prevention and detection of crime, and when otherwise legally required.