

ZONE

The Ealing Council Parking Operations Department



BUSINESS PARKING PERMIT APPLICATION FORM

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

1 APPLICANT

TITLE _____ FIRST NAME _____

SURNAME _____

ADDRESS _____

POSTCODE _____ TEL NO _____

POSITION IN COMPANY _____

2 VEHICLE DETAILS

MAKE _____ MODEL _____

COLOUR _____ REGISTRATION NO _____

NAME AND ADDRESS OF REGISTERED OWNER (IF DIFFERENT FROM ABOVE)
Businesses must be within the Controlled Parking Zone for which you are applying.

3 TYPE OF APPLICATION

NEW

PLEASE ENCLOSE THE FOLLOWING

PAYMENT OF £800 IN THE FORM OF A CHEQUE ONLY
PLEASE SUPPLY A RECENT COPY OF YOUR NATIONAL NON-DOMESTIC RATE BILL (BUSINESS RATES)
WRITTEN PROOF OF OPERATIONAL USE OF VEHICLE ON A DAILY BASIS

RENEWAL

PLEASE ENCLOSE THE FOLLOWING

PAYMENT OF £800 IN THE FORM OF A CHEQUE ONLY
PLEASE SUPPLY A RECENT COPY OF YOUR NATIONAL NON-DOMESTIC RATE BILL (BUSINESS RATES)
WRITTEN PROOF OF OPERATIONAL USE OF VEHICLE ON A DAILY BASIS

CHANGE OF VEHICLE

PLEASE ENCLOSE THE FOLLOWING

EXISTING PERMIT
PAYMENT OF £10

4 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 _____ PROCESSED BY _____ FILED BY _____

RECEIPT NO _____ PERMIT BZB _____

GUIDANCE NOTES & TERMS & CONDITIONS FOR PARKING PERMITS & VOUCHER APPLICATIONS

NOTES FOR APPLICANTS

The Council requires 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 to inspect your permit at anytime.**

Applications can only be made through the post. Payment is only accepted by Cheque.

Applications for new residents will be processed within 10 working days. Applications for renewals and new zone implementations have their own process deadlines according to the instructional letters sent out.

APPLICATION BY POST:

**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 that my usual place of work is at the address shown in paragraph 1 overleaf, and I wish to apply for a business parking permit in respect of the vehicle specified in Part 2 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 be an employee at the above address.
 - (ii) I cease to own/use the vehicle specified in Part 2 of this application.
 - (iii) The vehicle specified in Part 2 of this application is adapted or used in such a manner that it ceases to be a passenger vehicle or of the class so described.
 - (iv) I am issued with a duplicate permit.
 - (v) The said permit ceases to be valid at the expiration of the specified period.
 - (vi) 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.

VEHICLES ELIGIBILITY FOR A BUSINESS PERMIT

- (a) The overall height of which does not exceed 3 metres.
- (b) The overall width of which does not exceed 1.83 metres
- (c) A motorcycle.
- (d) The entire vehicle must fit within the marked space

REQUIREMENTS FOR APPLICATIONS AND ISSUE OF BUSINESS PERMITS

- (a) An application form must be completed each time a permit is requested, including the renewal of an existing permit and/or a change of vehicle.
- (b) The applicant named must sign the application.
- (c) The applicant must provide a letter on company letterhead briefly outlining what the vehicle will be used for.
- (d) A copy of the non-domestic rates bill for the company.

USE OF RESIDENTS' PARKING SPACES AND PARKING PERMITS

- (a) Business Permit holders are only permitted to park in Pay and Display bays if they pay the appropriate charge.
- (b) A Business Parking permit does not allow the holder to park in stop and shop bays or specific user bays – e.g. disabled.
- (c) A Business Parking permit allows the vehicle for which it has been issued to park in any available residents' parking space within the relevant CPZ.
- (d) Individual parking spaces will not be allocated to any particular vehicle.
- (e) The permit enables the holder to park within the allocated zone only.
- (f) Please ensure that your permit is clearly displayed in the permitted vehicle. Failure to adhere to these terms and conditions may result in a Penalty Charge Notice being issued.

RENEWAL OF A PARKING PERMIT

Renewal notifications are not issued for business permits. **The onus is on the permit holder to ensure the permit is renewed before the expiry date.**

CHANGE OR DISPOSAL OF VEHICLE OR MOVING OUT OF THE CPZ

- (a) On the change of a vehicle the old permit must be returned to Parking Services. 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 moving out of the CPZ, the permit must be returned to Parking Services and a refund will be made for each complete month unexpired, less an administration charge of £15.00. No returns will be made for an unexpired time of 3 months or less.

LOST, DESTROYED OR SPOILT PERMITS

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

ELIGIBILITY AND PROOF REQUIRED FOR SERVICE VOUCHER APPLICATIONS

Please Note: Permits and visitor vouchers issued by the council are not for resale. Failure to comply may constitute an offence under Section 115 of the Road Traffic Regulation Act 1984.

You do not need to be a resident in the CPZ in order to apply for Service Vouchers. You must however, meet one of the criteria outlined below. Borough wide visitor service vouchers (All zones) = £2.40 per hour (Maximum permitted stay = 4 hours)

You can only apply for a maximum of 10 visitor voucher books per application form. Each Service voucher book contains 10 vouchers. Each voucher is valid for 1hour.

You will need to submit the application with the relevant proof and payment. If the applicant is a utility company or statutory undertaker, the required proof is a copy of company ID clearly showing individual applicants name and the company name. Payment must also be on a company cheque.

If the applicant is any other service provider, contractor or company then a copy of registration number or company VAT number must be provided with payment on a company cheque.

Disclaimer: The Council reserves the right to ask for more proof in addition to the proof listed above. Please ensure that you send us clear copies of the documents required instead of sending us the originals. Ealing Council accepts no responsibility for original documents sent with applications.

The Council can reject an application if the required proof is not supplied or if the applicant is deemed not to meet the permit criteria. Incomplete applications will be returned to you and you will have to re-submit your application.

Data Protection Statement

Ealing Council may use the data collected through the issuing and administration of permits and visitor vouchers for the purpose of enforcement of parking and traffic contraventions and traffic management administration. The data will be used by Ealing Council, 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.