HOTEL/GUEST HOUSE PERMIT APPLICATION FORM

Please return this form with a piece of headed paper attached and terms and conditions signed to:

**Email:** [parking@bathnes.gov.uk](mailto:parking@bathnes.gov.uk)

**Post:** Parking Services   
Bath and North East Somerset Council  
P.O Box 5197  
Bristol  
BA1 0UF

**Fax:** 01225 477130

This form must be completed by the manager; you will be contacted for payment details once the application has been accepted.

**Please allow 10 working days for a new permit or renewal application to be processed.**

|  |
| --- |
| Applicant Name: Click here to enter text. |
| Business Name: Click here to enter text. |
| Business Full Address: Click here to enter text. |
| Contact Number: Click here to enter text. |
| Email Address: Click here to enter text. |
| Business Rates Account/Reference Number: Click here to enter text. |
| Number of guest Rooms: Click here to enter text.  Private Parking Currently Available: Click here to enter text. |
| Number of Permits Required: Choose an item. |
| I declare that I have read and agree to the attached terms and conditions.  Name Printed: Click here to enter text. |
| Signature:\* Click here to enter text. |
| Date: Click here to enter a date. |

\*An electronic signature will be accepted for those returning this application by email.

Data Protection: The Council will process any personal information in accordance with the Data Protection Act 1998.  This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/data-protection-act/priv#fraud>

**Terms and Conditions**

With the exception of reserved car park bays the parking permit does not guarantee a parking space.

Parking is only permitted in the zone for which the permit has been issued.

Where applicable paper permits must be completed in ink or the relevant information scratched off the correct panels; alterations to the details on a paper permit or incorrect usage will automatically render it invalid.

Vehicles must be parked wholly within the bay markings.

Responsibility for renewal of the permit lies with the permit holder. Parking without a valid permit may result in a Penalty Charge Notice being issued.

The Council or Police may temporarily suspend the whole or part of a parking place which will be marked accordingly. Vehicles should not be parked in a suspended parking place without signed authorisation from a Council Official or Police Officer.

The maximum laden weight of a vehicle permitted to park in a parking bay is 2.0 tonnes and the maximum length is 6 meters, with a maximum of 12 passenger seats. Permits can only be used with:

* Passenger vehicles;
* Car derived vans;
* Goods vehicles with a taxation class of PLG.

We will refund any full remaining months if the permit is no longer required and is cancelled, subject to the removal of an administration charge.

Failure to comply with any of the above conditions may result in a Penalty Charge Notice being issued.

The details provided when applying for a permit are subject to verification. Parking Services can request evidence to verify the details provided and will complete regular checks throughout the year. Failure to provide the requested information within 21 days or any evidence of falsified information will lead to cancellation of all parking permits, with no recourse to a refund.

Where a dispute arises as to the eligibility of any applicant for a permit, the decision made by the Head of Parking Service in relation to the issue or subsequent cancelation of that permit, having taken into account all of the evidence available, will be final.

Under Section 115 of the Road Traffic Regulation Act 1984, as defined by the Road Traffic (Permitted Parking Area and Special Parking Area) (District of Bath and North East Somerset) Order 2003, anyone who with the intent to deceive misuses a parking permit in anyway shall be guilty of a Criminal Offence. It shall also be an offence to knowingly make a false statement to obtain a Parking Permit. A Parking Permit does not obviate the requirement to tax and insure a motor vehicle for use on the public highway.

The Council reserves the right to make changes to these Terms and Conditions.

Data Protection: The Council will process any personal information in accordance with the Data Protection Act 1998.  This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/data-protection-act/priv#fraud>

**Hotel/Guest House Permits - General Information**

The proprietor of any registered Hotel/Guest House located within a residents' parking zone may apply for a permit. The council will require applicants to provide evidence to verify the particulars supplied on the application form.

This type of permit is intended for the sole use of guests/patrons/customers and not members of staff or owners.

The permit allocation will depend on the number of letting rooms and off street parking places available to the premises, up to a maximum of 15 permits per property.

A copy of a current national non-domestic council tax demand must accompany the application.

**Cost of Permits**

1 to 5 = £80 each

1. to 10 = £105 each
2. to 15 = £160 each

**Declaration**

By purchasing a Hotel/Guest House permit, you make the following declaration:

* The permit(s) will not be used by staff whose usual place of work is the address given.
* I accept that the permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.