**BUSINESS PERMIT APPLICATION FORM**

**(including School Parking Permits)**

**Please return this form with all supporting documentation as required by the T&Cs:**

**Email:** parking@bathnes.gov.uk **Fax:** 01225 477130

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

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. |
| Brief Reason for Needing Permit/s: | Click here to enter text. |
| **Visitor Permits** | **Registered Business Vehicles** |
| Number required: | Number required: |
|  | Enter vehicle registration number/s below (enter one per permit) |
| 1. | 2.  |
| **Please ensure you include the documentation for each vehicle as stated in the terms and conditions**. |
| A maximum of two permits are available.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>

**General Terms and Conditions**

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

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.

The charge for the permit covers the membership and administration of the scheme, maintenance and enforcement of the area. Unfortunately we are not able to offer a refund if the permit is no longer required:

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 at any time.**

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>

**Business Permits[[1]](#footnote-1) - Specific Terms & Conditions**

The proprietor of any registered business or school located within a residents' parking zone may apply for a permit (not available in the Central Zone). The Council will require applicants to provide evidence to verify any information that is provided with the application, this information can be requested for inspection at any time.

A Business or School may apply for a parking permit for:

1. Visitors visiting the place of work -

This permit can be used by any visitor when using a passenger vehicle, car derived van, or goods vehicle.

This permit does not require a registration number.
2. By an owned or operated vehicle -

This permit is to be used to allow parking of a vehicle that is used in conjunction with a business or school and requires daily on-street parking.

This permit is registration number specific and can be used for a passenger vehicle, car derived van or goods vehicle registered to the business or school for insurance purposes. It cannot be used by a vehicle other than the one whose registration number it shows.

**A Business permit cannot be used to provide staff parking.**

A maximum of two permits, in any combination of the above variations, may be issued where no off-street parking facilities are available.

To apply for a permit a copy of a current rates bill is required. In addition, if you are applying for a vehicle specific permit a copy of the original vehicle registration document naming the business or school as the registered keeper of the vehicle is required. If the Business or School is not recorded as the registered keeper of the vehicle, then a copy of the vehicle’s insurance documentation is also required to verify that the vehicle is registered for business use.

Permits will be valid for one year from the date of purchase.

**Permit Pricing**

Zones 1-16: First permit - £110

Second permit - £165

**Declaration**

* The permit will only be used by visitors, or by an authorised vehicle which has been allocated a vehicle specific permit.
* **The permit(s) will not be used for staff/commuter parking when their usual place of work is the business or school address.**
* The permit(s) will be surrendered if the business or school ceases to operate within the specified zone.
* Acceptance that a permit(s) will be cancelled without warning if the information provided during the application process is found to be untrue.
1. Permit type includes School Business Parking Permits formerly known as School Parking Permits [↑](#footnote-ref-1)