TRADE 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

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

Bath
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. We may make checks to verify your Business or Landlord status and may request further supporting documentation if necessary.

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

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| 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. | Mobile Number: Click here to enter text. |
| Email Address: Click here to enter text. |
| Brief Reason for Needing Permit: Click here to enter text. |

Please insert below all vehicle registrations that you wish to be on this account, they will all be linked to the mobile number as above but once the account is active you can go in and edit each vehicle to be registered to a different mobile number. You can add as many vehicles as you wish, if you require more space than provided then please continue on another page.

|  |  |
| --- | --- |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text.  |
| Click here to enter text. | Click here to enter text. |

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 text. |

\*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 a Permit Holders Bay or a Dual Use Bay in a zone or car park within Bath

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.

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.

**Trade Permits - General Information**

Tradespersons can apply for these permits; they do not have to reside within the geographical area of Bath & North East Somerset Council. The council will require applicants to provide evidence to verify proof of business and evidence that the vehicle is essential as an onsite base for materials.

To apply for a Trades’ parking permit you must work in one of the following trades:

* Aerial installation
* Bathroom fitting
* Building
* Carpentry
* Carpet fitting
* Decorating
* Electrical installation and maintenance
* Insulation installation
* Joinery
* Landlord with property within a zone
* Kitchen fitting
* Masonry Painting
* Plumbing
* Roofing
* Tiling
* Window fitting

Business not listed above will be considered on a case by case basis.

Tradespersons working in residents' parking zones or car parks within Bath can obtain a Trade Permit which will enable them to park for as long as required without having to pay and display. To obtain a Trade Permit you must be able to prove that you work in one of the recognised trades and that the vehicle is required as an onsite base for materials where you are working.

There is no limit to the number of vehicles that can be linked to each account. All parking charges accumulated on the account are taken from the card registered to the account on a daily basis.

For the purpose of trade stays, Bath has been separated into 2 zones with two different zone codes.

Central Zone and Zone 1: Code 755999, £3 per hour

All other zones: Code 755998, £6.60 per day

Trade stays can also be activated within all Bath car parks and charges apply as per the car park tariff; use of this service in the car parks will incur a 10p convenience charge. Location numbers will be displayed within the car parks and on the pay and display machines. If you wish to stay within a short stay car park for longer than the time limit please contact Parking Services for authorisation before commencing your stay.

As soon as the vehicle is parked, the user must activate a stay for the zone or car park they are parked in.

Permits can be activated:

1. Online via your account at www.wanttopark.com/bathnes

2. By texting the word TRADE followed by the location code you wish to park in and the duration you require to 60300

Example text - TRADE 755013 2hours

 TRADE 755998 1day

3. To use your account with an alternative vehicle, text the word TRADE followed by the location code you wish to park in and the duration you require and vehicle registration to 60300

Example text - TRADE 755013 2hours ABC123

 TRADE 755998 1day ABC123

The system will confirm that you are parked and that the stay is activated. The stay will expire once the time requested has passed; there is no need to deactivate the stay. If you require any assistance, please call 0333 123 8008 during office hours and we will be happy to help you.

**Declaration**

By purchasing a trade permit and activating a stay, you make the following declaration:

* The permit will only be used when vehicle is essential for the daily operation of the business/essential as an on-site base for materials or equipment where work is taking place.
* The permit will not be used for staff commuting.
* For landlords, you rent out at least 1 property in within a zone.
* I accept that the permit will be cancelled without warning if the information provided during this application is found to be untrue.