

# BUSINESS PARKING PERMIT

## Application form

Version 5.5



Please complete this form in **BLOCK CAPITALS** and in black or dark blue ink.

You must supply original documentation. Photocopies are not acceptable.

### 1. Applicant details

Applicant's name

Business name

Address

Postcode

Telephone number

Email address

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Permit number	
Expiry date	
Application type	
Fee	£
Method	Card / Chq / PO
Docs seen?	
Officer initials	
Date	

You must present **two** documents in the above name and address (which must fall within a resident parking zone) from the list below. You cannot supply two documents from the same section (for example, you cannot supply two different utility bills). Please note that mobile phone bills and vehicle/insurance documents are **not** accepted.

Please cross **two** boxes:

- An official lease agreement in the business name
- Current national non-domestic rate demand
- Bank statement dated within three months
- Utility bill dated within three months

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Officer initials

<input type="checkbox"/> Lease agreement	
<input type="checkbox"/> Rate demand	
<input type="checkbox"/> Bank statement	
<input type="checkbox"/> Utility bill	

### 2. Vehicle details

You are **not** entitled to apply for a permit if your vehicle is more than 2.3 metres high and/or 5.3 metres long.

Vehicle registration mark

Make

Colour

You must present a letter from your employer on headed paper and dated within three months, which includes the vehicle registration mark and an explanation as to why the vehicle is needed for business purposes.

Please cross the box:

- Letter from your employer on headed paper dated within three months

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<input type="checkbox"/> Letter	
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You must also present a UK vehicle registration document (V5C/logbook) or a lease/hire agreement for the vehicle in the company's or applicant's name and address.

Please cross **one** box:

- UK vehicle registration document (V5C/logbook)
- Lease/hire agreement

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<input type="checkbox"/> V5C/logbook	
<input type="checkbox"/> Hire agreement	

### 3. Declaration

Newham Council will only issue you with a permit if you confirm that the below declaration is true. After carefully reading it, please cross the **two** boxes at the bottom of this page and then sign, date and print your name.

**WARNING:** It is an offence to give false or misleading information. If you do, you may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by the declaration items listed below may lead to prosecution and you could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both.

Newham Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 0800 052 2420. All calls are treated in the strictest confidence.

I certify that:

- a) *I understand and accept the terms and conditions listed in section 4 of this form.*
- b) *The Newham address shown in section 1 of this form is my place of work and the motor vehicle with the registration mark shown in section 2 of this form is used by me for business purposes.*
- c) *I understand that a business parking permit is issued for the sole use of the vehicle shown in section 2 and is not transferable to any other vehicle.*
- d) *All documentation provided with my application is true and accurate.*
- e) *I will notify Newham Council of any changes in circumstances that may affect the validity of the permit (including but not limited to: ceasing to be employed at the business; selling the vehicle; and/or if the business moves address).*
- f) *I understand and accept that any permit issued to me by Newham Council remains the property of the council and I will return it to them if I am asked to do so by a council officer or someone authorised by the council.*
- g) *I will return my permit to Newham Council if they write to me stating that my permit has been cancelled or withdrawn.*
- h) *I understand and accept that my vehicle must be roadworthy and display a valid road fund licence (tax disc) throughout the life of the permit.*
- i) *I understand that my vehicle must not exceed 2.3 metres in height and/or 5.3 metres in length.*
- j) *I understand and accept that if the council issues a three month permit because I have not been able to supply all of the necessary documentation and I am still unable to do so at the end of the three month period, the permit will not be renewed for any length of time.*
- k) *I understand and accept that Newham Council and/or its agents will use the information I have provided to satisfy itself that I am eligible for the business parking permit and/or to prevent and detect fraud.*
- l) *I understand that in order to confirm proof of business address and to reduce instances of fraudulent applications, an authorised officer of Newham Council may ask to visit the business premises before or after issuing a permit. If such an inspection is refused, I understand that Newham Council may refuse issue or withdraw the permit.*
- m) *I understand that Newham Council has a duty to protect the public money it deals with and may use information I have given to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public money.*
- n) *I understand and accept that failing to comply with the criteria listed in items a to m (above) may result in the permit being withdrawn and enforcement action being taken against me.*

Please cross **both** boxes to confirm that:

- You have read, understood and accept the statements contained in the above declaration; and*
- The information you have provided in this form is true and accurate. You understand and accept that if you have stated anything that you know to be wrong, untrue or is subsequently found to be wrong, you may be prosecuted.*

**Only the applicant named in section 1 can sign this declaration.**

Signature

Date

Print name

## 4. Terms and conditions

The parking permit must be displayed so that it is readily visible from the front or nearside of the vehicle. Failure to clearly display a permit may result in a penalty charge notice being issued.

The permit is only valid for use in designated bays/spaces (either permit holder only bays or shared use bays that can be used by both permit holders and motorists purchasing a pay and display ticket) within all controlled parking zones in Newham with no time limit. The vehicle must be parked completely within the bay/space otherwise a penalty charge notice may be issued.

If a permit bay/space is not available, the permit does **not** entitle the holder to park in contravention of parking regulations.

The council reserves the right to withdraw or refuse to issue a permit if:

- the permit holder or any person using the permit threatens or physically attacks a civil enforcement officer, police officer or authorised officer of the council (such behaviour may also result in the applicant being barred from council premises);
- the permit holder or any person using the permit fails to comply with a reasonable request from a civil enforcement officer, a police officer or an authorised officer of the council in respect of their behaviour or usage of any permit issued by the council;
- it becomes apparent that a permit issued by the council is improperly held or is being improperly used;
- there is any default in payment of the council's appropriate charge for the permit; and/or
- the vehicle to which the permit has been issued has three or more outstanding penalty charges which have reached the stage where all normal rights of appeal have been exhausted.

The permit cannot be transferred to another vehicle. If you no longer own the vehicle to which the permit has been issued, you cease employment for the business and/or the business moves out of Newham, you must return the permit to the council. The permit will be cancelled or alternatively can be transferred to the applicant's new vehicle or address for a fee.

The permit holder is solely responsible for renewing their permit.

The council will usually warn you if on-street parking is going to be disrupted or suspended, although this is not always possible. In such circumstances, warning notices will normally be put up 48 hours in advance at the relevant parking bays. Emergency suspensions may be introduced at any time of day. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a penalty charge notice and your vehicle may be removed.

## 5. Documentation

All documentation supplied in support of your application must be original and not copied. Your original documents (with the exception of bank statements) will be copied for audit purposes. If you are applying by post, it is recommended that you send your original documents via recorded delivery. Any original documents received by the council will be returned via recorded delivery. The council accepts no responsibility for any document loss or damage which occurs during transit to or from the council.

## 6. Renewals

Permit renewals are subject to the same requirements as a new application. You can renew your permit up to one month in advance of its expiry date. The council will not issue a permit for a date which has already passed.

## 7. Temporary permits

If you do not have all of the required documentation to support your application, you may be entitled to a three month business parking permit. Suitable, alternative documentation must be provided. If you have recently purchased the vehicle, this may be the new keeper supplement (V5C/2), a certificate of motor insurance or an official sales receipt or invoice.

If your documentation is satisfactory, you will be required to pay the quarterly charge and will be issued with a permit for three months. After this time, you must present the missing documents in order to renew/extend your permit.

## 8. Damaged, lost or stolen permits

If a permit is lost or damaged a new permit can be issued for the remaining period of the original permit at a charge of £5, subject to you presenting your original documentation again.

If your permit has been stolen, you must provide a crime reference number from the police in order to obtain a free replacement permit. If you are unable to do so, you will have to pay £5 for the replacement permit. Again, you will need to present your original documentation.

## 9. Refunds

There is a £5 administration charge for processing refunds. Refunds are calculated in respect of the unused period per **whole** calendar month. You can only apply for a permit refund where the value of the unused period is equal to £10 or more.

To apply for a refund, please return the original permit with a letter explaining why you would like a refund and where it should be posted. You will receive a cheque for the unused amount minus the administration charge within 28 days.

## 10. Charges

One year business parking permit = £500 | Six month business parking permit = £300 | Three month business parking permit = £150  
Replacement (change of vehicle/address/VRM, damaged or lost) = £5 | Replacement (verified as stolen) = free

## 11. Where to apply

### **IN PERSON**

To find a local service centre please call 020 8430 2000 or visit [www.newham.gov.uk/localservicecentres](http://www.newham.gov.uk/localservicecentres)

Please note that local service centres only accept debit/credit card payments for permits.

### **BY POST**

Newham Parking Permits, PO Box 62484, London E16 9AU

*Cheques/postal orders should be made payable to: L B Newham*

## 12. Enquiries

You can visit any of the above local service centres or telephone 020 8430 2000.

Further information is also available online at [www.newham.gov.uk/parking](http://www.newham.gov.uk/parking)

Newham Parking Permits, PO Box 62484, London E16 9AU

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