London Borough of Hounslow

Controlled Parking Zone – Business Permit Application

Important: Please read the instructions on the reverse before completing this form.

Part 1: Personal Details

Title (Mr/Mrs/Ms/Miss)……

Surname……...

First Name(s)……..……..

Address……

……..

Postcode……..

Tel/Mobile……

Email ……

Part 2: Particulars of your vehicle

Registration No……

Make & Model……..……

If the overall height exceeds 2.27 metres and/or the length exceeds 5.25 metres you will not be eligible for a Permit.

Hired/Leased vehicles only:
Name & Address of registered owner

……

……

Part 3: Permit Evidence – I enclose with this application (tick appropriate boxes)

Proof of Business Status	Proof of vehicle ownership	Payment
A photocopy of any **two** of the following showing your **name and address as provided in part 1**: ❑ NNDR Bill ❑ Utility Bill (one only) (Gas/Water/Electric/ Telephone [Landline only]) issued within the **last 3 months** ❑ Commercial Property Agreement	A photocopy of any **two** of the following: ❑ The vehicle registration document ❑ The Hiring/Leasing agreement ❑ Insurance documents ❑ V11 Vehicle Licence Renewal Application	❑ Credit/debit card (see note 6) ❑ Cheque (company cheque only)made payable to **London Borough of Hounslow**

Please send copies of your documents and not the originals. Any documents sent with your application are non-returnable. We cannot be held responsible for loss of original documents that are sent to us.

Part 4: Declaration

- ❑ The address shown in Part 1 is the usual place of employment for the vehicle user (if the vehicle is privately registered).
- ❑ All the information I have given in this application is correct.
- ❑ The Permit shall be immediately surrendered to the Council in the event of **any** of the following circumstances occurring:
  - The company/business ceases to trade at the address given in Part 1.
  - The vehicle is sold/disposed by either the organisation or keeper.
  - The Council withdraws the Permit or it ceases to be valid for any other reason.

It is an offence for a person knowingly to make a false statement for the purpose of obtaining a Parking Permit.

Signed……..Date……

Print Name…….. Position in Organisation……..

Data Protection
The London Borough of Hounslow will use any data collected through the administration of its Controlled Parking Zones including permit applications for the enforcement of parking and traffic offences and other associated purposes including prevention of fraud and detection of crime. This data may be disclosed to the Association of London Government and other enforcement agencies. All processing of this data will be in accordance with the Data Protection Act.

Ver. 1.3 Sep 2014

Part 5: Business Permit Application Notes

1. **Any person who has outstanding Penalty Charge Notices (PCNs) with the London Borough of Hounslow will not qualify for a Permit, until such time as the (PCNs) are paid in full. This excludes cases that are at appeal with the Parking & Traffic Appeal Services (PATAS).**

2. Applications can **only** be made via post or email and not in person. Applications **must** be made by the Business or Organisation.

3. Please complete all sections of this form in black ink and ensure that all the relevant documentation is attached.

4. If the form is incorrectly completed or not all relevant documentation is attached, your application may be delayed. Please note incomplete applications will be destroyed after 6 months.

5. The Permit will only relate to the vehicle registration number shown on the Permit and is not transferable.

6. If you wish to pay for the Permit using a credit or debit card, please tick the relevant box on the application form. If your application is accepted, you will be contacted the by the council to process the payment.

7. Business Permits allow the holder to park within the Business Bays and Shared Use Bays (where business Permits are acceptable) of their Controlled Parking Zone. They are not valid for any other type of bay or restriction.

8. The issue of a Business Permit does not guarantee a parking space.

9. For the purpose of Permit application, vehicles eligible for the **Commercial Vehicles** Permit will be limited to those vehicles that are specifically constructed for the carriage of goods e.g. vans. All types of cars are excluded from the **Commercial Vehicles** Permit and must apply for the **Private Vehicles** Permit, including cars that are used for business purposes and/or that are sign written.

10. If the Permit is surrendered you may qualify for a refund if 3 months or more is left to the expiry date. There is an administration charge of £15.00 to process the refund.

Business Permit Prices: **Administration Charges:**

Commercial Vehicles (12 months)	£450	Change of Vehicle/ Refund	£15
Private Vehicles (12 months)	£670	Lost	£20

Please enclose old permit

Contact Us:

Post: London Borough of Hounslow (Parking Permits) Unit 20 Whitby Avenue Park Royal London NW10 7SF	**Information regarding Permits can be found on our website:** http://www.hounslow.gov.uk/parking_permits.htm **For any other enquiries please email:** hounslow.permits@serco.com