



Controlled Parking Zone – Business Permit Application

Important: Please read **Part 5: Business Permit Application Notes** on the reverse side before completing this form

<p>Part 1: Company Details</p> <p>Name</p> <p>Address.....</p> <p>Post Code.....</p> <p>Tel.....</p> <p>Contact.....</p>	<p>Part 2: Particulars of vehicle</p> <p>Registration Number.....</p> <p>Make & Model.....</p> <p>Does the overall height exceed 2.27 metres (7'6') Yes/No</p> <p>Does the length exceed 5.25 metres (17'3")? Yes/No</p> <p>Name & Address of registered keeper</p>
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Part 3: Enclosures – I enclose with this application: tick appropriate box

<p>As proof of Business Status: a photocopy of any two of the following showing your name and address as provided in part 1:</p> <p><input type="checkbox"/> NNDR Bill</p> <p><input type="checkbox"/> Utility Bill (Gas/Water/Electric/Telephone [Landline only]) issued within previous 3 months</p> <p><input type="checkbox"/> Commercial Property Agreement</p>	<p>As proof of vehicle ownership: a photocopy of any two of the following:</p> <p><input type="checkbox"/> The vehicle registration document</p> <p><input type="checkbox"/> The Hiring/Leasing agreement</p> <p><input type="checkbox"/> Insurance Certificate (showing name and address and proof of vehicle business use)</p> <p><input type="checkbox"/> V11 Vehicle Licence Renewal Application</p>	<p>Payment (per permit)</p> <p><input type="checkbox"/> (12 months)</p> <p><input type="checkbox"/> (6 months)</p> <p><input type="checkbox"/> Cheque (company cheque only) made payable to London Borough of Hounslow</p> <p><input type="checkbox"/> Credit/debit card (See note 4)</p>
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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 of 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. The Council will not hesitate to withdraw the permit and prosecute. Conviction may result in substantial penalties.

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



Part 5: Business Permit Application Notes

1. Applications can only be made via post, fax or email, and not in person. Applications must be made by the Business or Organisation
2. Please complete all sections of this form in black ink and ensure that all the relevant documentation is attached.
3. If the form is incorrect or partially completed, or not all relevant documentation is attached, your application will be returned and the issue of your permit may be delayed.
4. 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, a member of the Permit Team will contact you by telephone to process the payment.
5. 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
6. The issue of a permit does not guarantee a parking space
7. As part of an ongoing audit process additional requests to provide documentation may be made after the issue of a permit to ensure applicant details are still valid.
8. 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. In the event of dispute the decision of the Parking Services Manager will be final.
9. A £10 administration charge is applied to any charge of permit or re-issue (please enclose old permit)

Business Permit Prices (for applications received prior to 31st March 2010)

Commercial Vehicles		Private Vehicles	
6 Months	£205	6 Months	£320
12 Months	£400	12 Months	£635

Please return your completed application to:

<p>Email: parkingpermits@hounslow.gov.uk Post: Permit Team Parking Services Civic Centre Lampton Road Hounslow TW3 4DN Fax: 020 8583 4889</p>	<p>Information regarding permits can be found on our website: www.hounslow.gov.uk</p> <p>For any other enquiries please email: parkingpermits@hounslow.gov.uk</p>
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