



London Borough of Hounslow

Business Parking Permit – Terms and Conditions

Declaration

By clicking the box at the bottom of this page, you are agreeing to the following statements:

- The address shown is the usual place of employment for the vehicle user (if the vehicle is privately registered)
- The permit shall be immediately surrendered in the event of any of the following circumstances occurring:
 - The 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
- The Council can use the data I provide to exempt the vehicle from other traffic management schemes relevant to this address, such as School Streets or access restrictions
- All the information I have given in this application is correct. I understand it is an offence to knowingly make a false statement for the purpose of obtaining a permit, and that the Council may withdraw the permit if any of the details supplied are false

Eligibility

We reserve the right to request additional evidence to support an application, or to withdraw a permit if the relevant proof is not supplied.

Any person who has multiple outstanding Penalty Charge Notices (PCNs) with the London Borough of Hounslow may not qualify for a permit, until such time as the PCNs are paid in full. This excludes cases that are at appeal with the Independent Adjudicator.

Proof of business status

As proof of business status, you will be required to upload two of the following showing the business name and address (which must match the address on the application):

- NNDR Bill
- Utility Bill (gas/water/electric/landline telephone) issued within the last 3 months
- Commercial Property Agreement

Proof of vehicle ownership

As proof of vehicle ownership you will be required to upload one of the following:

- vehicle registration document (full)
- V11 car tax renewal
- hire/lease/Motability agreement
- letter from employer (company car)

Vehicle details

Commercial and private vehicles

For the purpose of this 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 liveried.

Emission categories

“Low emission” for a passenger vehicle means a vehicle whose CO₂ emissions figure does not exceed 75g of CO₂/km, and for a goods vehicle whose CO₂ emissions figure does not exceed 100g of CO₂/km.

Use of a parking permit

- Business permits allow the holder to park in Business and Shared Use Permit Bays (where Business parking permits are acceptable) within the Controlled Parking Zone shown on the permit.
- They are not valid for parking on any other type of restriction
- The permit is only valid for the vehicle registration number shown on the permit
- The issue of a permit does not guarantee a parking space

Managing your permit

- When a permit is due for renewal the holder will be sent a renewal reminder. When renewing please allow at least ten days for processing. If the permit has already expired then a new application will need to be completed
- If the permit is surrendered you will qualify for a pro-rata refund. This is subject to a £21 administration fee
- If you no longer occupy the address for which the permit is issued and no refund is applied for, we reserve the right to cancel the permit if another business or individual provides proof of occupancy for the same address

- We will use the email address you have supplied in your application to contact you regarding your permit

Data protection statement

Your data will be managed in accordance with the General Data Protection Regulations (GDPR). Details of this can be found in the [Parking Services Privacy Notice webpage](#).