





# LONDON BOROUGH OF CROYDON

## Business Users Parking Permit Inner Zones

### Application Form & General Information

#### Annual permit

1 Permit with 1 reg no.      £250.00

#### Quarterly Permit

1 Permit with 1 reg no.      £ 80.00

Monthly refund payable      £ 17.00

Replacement fee                £ 10.00

#### A. Eligibility

1. A maximum of 2 permits will be issued to the company and a separate application is required for each permit.
2. Business Users Parking Permits will only be issued to small companies/businesses with 12 or less employees
  - a) whose usual business address lies within the controlled parking zone (see note (E) overleaf);

#### Definition of a Business

*An individual Business as registered under National Non -Domestic Rates.*

#### Business User Qualification

The definition of "business user" for the purposes of obtaining a Business Parking Permit, is the secretary or other authorised person of a Company or Business which occupies premises, the postal address of which is in any street or part of a street described in a Schedule to the appropriate Croydon (Parking Places) Order for the Sub-Zone.

***Authorised Officers of the Council may check the statements made in the application against the National Non - Domestic Rates.***

b) who own or use a passenger or goods vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage.

#### B. Completing the Application Form

1. Each question on the application form must be answered fully.
2. Enter the name of the Company/Business applying for the parking permit, the name of one contact person within the Company, the registration number, make, model, and colour of the vehicle.
3. **Evidence must be provided of the business being at the address given. We therefore require a letter typed on company headed notepaper, briefly outlining the size and nature of the business, and quoting the registration number, and the purpose for which this vehicle will be used. Also a copy of a current Business Rates Bill or Tenancy Agreement confirming the name and address of the business.**
4. The Parking Permit Section must be informed of any subsequent change of address.
5. A permit cannot be backdated, but will expire 3 or 12 months from the date of issue.
6. The permit fee payable to the Council must accompany the completed application form.

**\*Cheques drawn on the Company Account** should be made payable to:

"The London Borough of Croydon".

\* *Please note we do not accept payment by cash, postal order, or personal cheque.*

#### 7. Application forms should be returned by post to:

Parking Permit Section  
1<sup>st</sup> Floor Davis House  
Robert Street  
Croydon, CR0 1QQ

#### Enquiries can be made at

One-Stop Reception on the ground floor of  
Taberner House      8.30 - 4.45 Monday - Friday

8. Fourteen days should be allowed for the issue of a permit. Applications for permits to be renewed must be received 14 days prior to the date of expiry of a current permit

### **C. Conditions of Use.**

1. Each permit will be issued with a protective cover and must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front, near side of the vehicle. The vehicle is not covered until the permit is clearly displayed.
2. A permit is only valid for the specific vehicle named on the application form and on the permit.
3. A business user/company must own and use the motor vehicle to which the application and permit relate.
4. A permit will enable the holder to park in any vacant Permitted On-Street Parking Space, within the Zone or Sub-Zone to which the permit relates, as indicated by the letter of the Zone or Sub-Zone logo, which appears on the permit and is repeated on the signs controlling the permitted parking place.

These spaces are indicated by white carriage way markings and all 4 wheels of the vehicle must be located within the parking bay to avoid receiving a Penalty Charge Notice.

5. The hours of operation of the Zone are from 9.00am to 5.00pm on Mondays to Saturdays inclusive, subject to any parking bay suspensions that may be made from time to time.
6. **A permit will not enable a holder to park in permitted parking spaces controlled by Pay & Display Only signs, or by signs displaying a different Zone of Sub-Zone logo to that which appears on the holders permit, or on yellow line waiting restrictions.**

7. A permit does not reserve to the holder the right to park outside his/her business premises or guarantee the availability of a parking space.
8. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
9. A new permit must be obtained in the event of a change of vehicle and will be issued free of charge for the unexpired period of the original permit. Any change of vehicle must be notified immediately to the Parking Permit Section who will then advise the procedure for obtaining a replacement permit.
10. If a permit is lost, stolen or destroyed, the permit holder shall notify the Council immediately and the permit shall cease to be valid. An application form for the issue of a new permit will be sent on request.

A new permit will be issued for the unexpired period of the original permit and an administration charge of £10.00 will be made.

11. The onus to renew the permit on its expiry rests with the holder.

### **D. Warning**

A person shall be guilty of an offence who, with intent to deceive:

- a) forges, or alters, or uses, or lends to or allows to be used by any other person, a Business Users Parking Permit;
- b) makes or has in his/her possession any document so closely resembling any such Business Users Parking Permit as to be calculated to deceive;
- c) knowingly makes a false statement for the purposes of obtaining a Business Users Parking Permit.

**The vehicle to which this application applies, should have a valid Vehicle Excise Duty disc, motor insurance and MOT certificate (if applicable).**

**The Council reserves the right to withhold or withdraw a permit.**