

BUSINESS PERMIT CONDITIONS OF USE

1. Each permit 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. **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.**
6. 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.
7. Permits must be surrendered if the holder changes address or ceases to own or use the vehicle for which the Permit was issued.
8. 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.
9. 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 £30.00 will be made.

10. The onus to renew the permit on its expiry rests with the holder.
11. Refunds for cancelled permits - Following the receipt of a refund request and original permit, refunds will be calculated pro rata on the number of full days remaining until the expiry of the permit, less a £30.00 administration charge.
12. Refusal by the applicant's bank or Credit Card Company to honour a payment will immediately render the permit invalid and will result in the invalid permit details being relayed to Parking Enforcement. Any vehicle found to be using the invalid permit will be subject to robust enforcement action including the issue of a Penalty Charge Notice and Removal.

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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.