



Business Parking Permit – Guidance Notes

The purpose of the Business Permit is to enable a vehicle, which is essential for the operation of a business to use the designated parking bays marked Business Permit holders only.

Please read these guidance notes before you fill in the Business Parking Permit application form.

Note A – Completing the Application Form

- ❖ Please fill in Parts 1 to 4 of the Business Permit Application Form.
- ❖ The expiry date of Business Permits will be shown on the Permits.
- ❖ The responsibility for renewal rests with the applicant.

Note B – Entitlement to a Business Permit

A business is entitled to purchase one permit (or more, if the conditions of the particular scheme allow) if:

- ❖ It is operating from an address within a Parking Management Scheme.
- ❖ The permit is essential for the operation of the business.
 - The vehicle must be owned, hired or leased by either the business or an employee, and should be one of the following:
 - a passenger vehicle, constructed or adapted for the carriage of not more than twelve passengers (excluding the driver)
 - a goods carrying vehicle
 - an invalid carriage

In all cases the vehicle must not exceed 2.3 metres overall height and 5.3 metres overall length.

Permits will be issued for a 3 month period at a cost of £120.00 per period.

Note C – How to apply for Permits

Only Postal Applications will be accepted

Vehicles parked in designated parking places not displaying a valid Business Permit are liable to be issued with a Penalty Charge Notice (PCN). PCNs issued before you receive your permit will not normally be cancelled.

Please allow up to 14 days for your application to be processed.

Please post the completed form to: London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
UB8 1UW

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Note D – Proof of Address

You must include proof of address with your application form. If you do not enclose all the relevant documents your application may be delayed and you will be unable to use the parking bays until your permit is issued.

Proof of address (please tick)

One of the following documents will be accepted

- A copy of Hillingdon Council's Non-Domestic Rate Demand.
- An official lease agreement in the business name.
- A recent utility bill or bank statement in the business name.

The Document must show the name and address from which you are applying for a permit.

Original documents will be returned to you with your permit, but the Council is unable to accept responsibility for any documents sent through the post.

Photocopies of documents are normally acceptable.

The Council reserves the right to view original documents if copies are unclear.

The Council has the right to reject any application.

Note E – Cost of Permit

You must also enclose with your application form payment to cover the cost of a Business Permit. The cost is indicated on the application form. Cheques or Postal Orders should be crossed and made payable to "London Borough of Hillingdon."

The Council has decided, initially, to allow one permit per business occupier and this permit may only be used in connection with that specific business.

If a Permit is lost or destroyed a replacement fee of £10 will be charged.

Before you submit your application please Tick that you have enclosed the following:

- The completed Application Form
- Proof of Address
- Statement of need of use of a vehicle
- Payment

If you have any queries on any of the above please contact:

Parking Services on 01895-250633

The London Borough of Hillingdon (LBH) is the data controller in regards to any personal data you submit using this form. LBH processes personal data in line with its obligations under data protection legislation. For more information on how LBH will process your personal data please visit www.hillingdon.gov.uk/privacy



Business Permit Application Form

Please read the **Guidance Notes** before completing this form.

Please complete Parts 1 to 4 of this form, **in block letters and in ink**

Part 1 – Your Business Details

Business Name.....

Contact Name.....

Address.....

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.....

.....

.....Post Code.....

Daytime Telephone No.....

Part 2 – Documents to be Included

The council reserves the right to view original documents.
(Please tick the box below to show the document you have included)

Proof of business address:

Please include a copy of **one** of the following:

- A Hillingdon Council National Non-Domestic Rate Demand.
- An official Lease Agreement in the business's name.
- A recent utility bill or bank statement in the business's name.

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Part 3 – Statement of Need for Use of a Vehicle

Please include a statement on your headed paper stating why the vehicle is essential for the operation of the business.

Part 4 – Declaration to be Completed by all Applicants

I hereby certify that: (please tick)

- The address shown in Part 1 is my usual place of business.
- All the information I have given in this application is correct.
- The vehicles on which the Permit may be used are not over 2.3m in height or 5.3m in length.
- I shall be responsible for all costs and misuse of the permit.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- The business ceases to trade at the address for which the permit has been issued.
- The Council withdraws the permit or if the permit ceases to be valid for any other reason.

Signature.....Date.....

Position held in the Business.....

Part 5 - Charges

Permits will be issued for 3 months at the current cost of £120.

Please note:

Before you submit your application please Tick to indicate that you have enclosed the following items:

- The completed Application Form
- Proof of Address
- Statement of need for use of a vehicle
- Payment

Please allow up to 14 days for your application to be processed.

Please post your application to:

London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex UB8 1UW

For application enquiries please contact Parking Services at the above address or telephone **01895- 250633.**