

**APPLICATION FOR PARKING PERMIT:
BUSINESS PERMIT FOR CONTROLLED
PARKING ZONE Q**



Hull
City Council

NB: See requirements overleaf for completion of each Part of this form
Please ensure you complete parts 1, 2 and 3 of this form.

BUSINESS

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This application form is for Zone Q Business Permits only

Please PRINT the following information about you:

Please PRINT your address details:

Business Name:

Office Suite/ Unit:

Contact name:

House number
(name):

Your telephone
number:

Street name:

Your e-mail:

Post Code

You are entitled to a maximum of **FOUR** permits but we request that you only apply for permits you are likely to use.

I would like to receive 1 2 3 4 Business Permits. (please circle the number you require)

I understand that a charge applies for each permit and that these permits must be used solely in connection with my business or I risk the possibility of having all permits revoked.

Only legitimate businesses within Zone Q are entitled to have exemption permits for parking in the zone.
By making this application, you confirm that the above address is your place of business and / or registered office address.

NO PERMIT CAN BE GRANTED WITHOUT VALID PROOF

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To qualify for a permit you must provide:- **Proof** of your occupancy within the boundaries of the CPZ.
Payment. (Don't send cash in the post)

Copies of the proof will be accepted. * * * * * Don't post original documents. * * * * *

Proof of Occupancy

Please provide either

A current Non-Domestic Rates statement

Or

One of the following:

- Utility bill (issued within last 3 months)
- Bank statement (issued within last 3 months)
- Business lease agreement

Other documents may be considered. Please see overleaf for details

BUSINESS

Part 3 – DECLARATION

BUSINESS

By signing and submitting this application form, I declare that the above information is true and complete to the best of my knowledge. I further accept the terms and conditions overleaf, and undertake to comply with any Traffic Regulation Order applicable to my CPZ.

Please sign below:

Date:

Office use only:

Staff Initials:

Permit No.

Receipt No:

TERMS AND CONDITIONS FOR RESIDENTS PARKING EXEMPTION

A. YOUR APPLICATION

1. Before submitting this application, please ensure that it is completely filled out and you can prove with documents residency of your business within the boundaries of the Controlled Parking Zone (CPZ),

2. Your application can be submitted to the Kingston upon Hull City Council in the following ways:

- In person at your local Library Phone: 300300 to find where your closest Library is to your address.

By sending this application to the following address: FREEPOST RSJC-KKBE-ABXZ, Parking Administration, Hull City Council PO Box 15, HULL, HU1 2AB

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3. You must enclose / send copies of the documentary proof that you have specified in your application form. **NEVER** send your original documents in post.

4. Incomplete applications, applications without the required documentary proof or without payment of the applicable charge cannot be considered and your application will be returned to you by post to your address (as applicable).

5. Payment can be made in cash, by card or by cheques made payable to Kingston upon Hull City Council.

6. Please note that your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate. This may include sharing your information with other bodies responsible for auditing or

administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website www.hullcc.gov.uk

7. Documentary proof of residency. If you do not have any of the documents specified on the application form overleaf, you may submit other documents that you believe to be demonstrating your residency at the address, along with an explanation as to why the specified documents are not available.

8. The Council will endeavour to process your application and post your exemption permit to your address within 5 working days from the date of receipt. If we are unable to accept your application, you will be provided with a written explanation why.

9. Your application form and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any photocopies of your documents will be destroyed upon the issue of your permit, although notes about their contents may continue to be held in computerised databases of the Council.

B. YOUR PERMIT

10. Your parking exemption permit will only be valid when displayed clearly and continuously within a vehicle, so **all particulars** (designated permit zone, vehicle registration mark, expiry date and permit number) are readily visible and legible through the front windscreen.

11. A valid business residents' permit correctly on display in the vehicle will make it exempt from any maximum waiting time restrictions in any on-street parking place within the boundaries of the applicable CPZ.

12. Failure to display your business permit may result in a Penalty Charge Notice (PCN) being issued to your vehicle. It will not be a valid defence against such penalty charge to claim that you were in fact granted an exemption permit from the Council.

13. A business residents' exemption permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

14. A business residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available on-street parking space within the CPZ **for longer than it is generally permitted** for motorists.

15. **All permits are valid for a fixed period and will expire annually.** It is the responsibility of the business resident in whose name permit was issued, to make an application for its renewal in a timely manner by using such prescribed form as may be specified by the Council.

16. The permits are only valid whilst your business remains resident in the CPZ. If you move away, you must hand them back to the Council as soon as reasonably possible.

17. A replacement charge of **£10.00** will be payable for any permit that is lost, damaged or tampered with.

18. Any parking permit queries can be dealt with by calling **01482 614862**.

E-mail:
parking@hullcc.gov.uk