



# APPLY ONLINE FOR A REDUCTION

For Official use only

Permit No	
Date of issue	
Amount paid	
Prepared by	

## Parking Service

# Business Parking Permit – Application Form

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM. THE APPLICATION FORM MUST BE COMPLETED BY THE COMPANY SECRETARY OR SENIOR REPRESENTATIVE

Please complete all sections of this form **IN BLOCK LETTERS** and in black ink.

**YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE CORRECT DOCUMENTATION IS NOT ATTACHED.**

### Part 1 – Company particulars

Company name \_\_\_\_\_

Contact name \_\_\_\_\_

Contact telephone no. \_\_\_\_\_

Contact business address \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Contact email address \_\_\_\_\_

Employee name \_\_\_\_\_

Employee telephone no. \_\_\_\_\_

Employee's home telephone no. \_\_\_\_\_  
(We may need to contact them at short notice)

Business address (Controlled Parking Zone) \_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_

Renewal (you must provide the required documentation detailed in Part C of the guidance notes)

### Part 2 – Permit details

I require the permit to start on

#### 1. Standard permit

	Sub-Zone specific	2nd and subsequent permits
12 month permit	<input type="checkbox"/> £900	<input type="checkbox"/> £1,075
6 month permit	<input type="checkbox"/> £546	<input type="checkbox"/> £650
3 month permit	<input type="checkbox"/> £312	<input type="checkbox"/> £369
	<b>All Zones</b>	
12 month permit	<input type="checkbox"/> £1,194	<input type="checkbox"/> £1,428
6 month permit	<input type="checkbox"/> £707	<input type="checkbox"/> £843
3 month permit	<input type="checkbox"/> £406	<input type="checkbox"/> £482

#### 2. Outer zone permit (Putney only)

	1st permit	2nd and subsequent permits
12 month permit	<input type="checkbox"/> £459	<input type="checkbox"/> £546
6 month permit	<input type="checkbox"/> £280	<input type="checkbox"/> £331

A map is available online showing the roads where you may park with this permit type.

#### 3. Livered vehicle permit

	Sub-Zone specific	All zones
12 month permit	<input type="checkbox"/> £679	<input type="checkbox"/> £893
6 month permit	<input type="checkbox"/> £420	<input type="checkbox"/> £535

For the definition of a liveried vehicle please go to Part D(c) of the Guidance Notes.

For full details relating to all of the above permit types please go to part D of the guidance notes.

# Business Parking Permit - continued

## Part 3 – Vehicle particulars

Registration No \_\_\_\_\_

Make and type \_\_\_\_\_

Colour \_\_\_\_\_

Name and address of the registered owner or hirer \_\_\_\_\_

Postcode \_\_\_\_\_

## Part 4 – Payment information

Payment will only be accepted by company cheque or credit card. Cheques should be made payable to '**Wandsworth Council**'.

I am making a payment by company cheque - amount £

## Part 5 – Declaration

If the registered owner or hirer of the vehicle is not the company named in Part 1, please complete the following declaration:

### I certify that

- the registered owner or hirer of the vehicle, as named in Part 1, is employed by the company named in Part 1 and holds the position of \_\_\_\_\_
- the vehicle is necessary for the efficient conduct and operation of the company

### I hereby certify that\*

- the address shown in Part 1 is the employee's usual place of business
- the vehicle shown in Part 3 of this application is not:
  - over 3.2 metres (10ft 6ins) in height
  - over 6.5 metres (21ft 4ins) in length
  - of a gross weight exceeding 5 tonnes
  - constructed to carry more than 12 passengers (excluding the driver)
- all the information given in this application is correct

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

- the company ceases to trade at an address within the controlled parking zone
- the owner of the vehicle leaves the employment of the company
- the owner sells or otherwise disposes of the vehicle
- the council withdraws the permit
- the permit ceases to be valid

\* It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The council will not hesitate to prosecute and conviction will result in substantial penalties.

Employee signature (if required) \_\_\_\_\_

Position in company \_\_\_\_\_

Authorising Signature \_\_\_\_\_

Date \_\_\_\_\_

Position in company \_\_\_\_\_

**Replacements** If a replacement permit is required due to a change of vehicle or business location to another controlled parking zone, I understand that in addition to returning the permit we are required to submit a replacement application and activate a two-week temporary cover (if available) while the replacement application is being made.

**Refunds** All complete months remaining on your permit are refundable, provided the permit is returned to the council. The refund is calculated from the date the request and permit are received in these offices. A £11.40 administration fee will be charged and amounts of less than £1 will not be refunded. Please note that the surcharge for postal/in person applications is not refundable. If the permit has been lost, stolen or destroyed and cannot be returned, and you are not providing a police reference number, further checks may need to be carried out. No refund will be issued when a permit is withdrawn due to it being fraudulently obtained or improperly used.

**PLEASE NOTE** Business permits are not valid in off-street car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space.

You can apply online for your permit by visiting [www.wandsworth.gov.uk/permits](http://www.wandsworth.gov.uk/permits)

**Before submitting your application, please check that you have enclosed the following:**

- Completed application form
- Proof of location of business
- Proof of employment (if applicable)
- Proof of vehicle ownership
- Correct payment