

DOCUMENTS SEEN AND APPROVED Proof of works: <input type="checkbox"/> Estimate/invoice <input type="checkbox"/> Building control letter <input type="checkbox"/> Current highway licence	Permit No(s)	
	Date of issue	
	Amount paid	
	Prepared by	

Parking Service

Trade Permits – Application Form

Please complete all sections of this form, **IN BLOCK LETTERS**, in black ink, and ensure that all the correct documentation is enclosed before the application is submitted.

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

Part 1 – Your particulars (Tradesperson)

Surname	Home/business address
Mr/Mrs/Miss or other title	
Forenames in full	
	Postcode
Location of work	Telephone no. (home)
	Telephone no. (business)
Email	Telephone no. (mobile)

Part 2 – Details of permits required

Insert number of permits you are applying for (maximum 15 daily or three weekly per application)

Daily Visitor Permits

Weekly Visitor Permits

Total cost of permits £

Daily trade permits cost £8.45 each in all-day zones and £3.35 in one-hour zones.

Weekly trade permits cost £42.40 in all-day zones operating Monday to Friday and £50.80 in all-day zones operating Monday to Saturday. In one-hour zones operating Monday to Friday the cost is £16.50, and in one-hour zones operating Monday to Saturday the cost is £19.80.

(Please note: only one application per tradesperson every two weeks)

Part 3 – Payment

Cash

N.B. Cash accepted by personal callers only at local libraries.
A receipt will be issued on request.

Cheque/postal order

payable to 'Wandsworth Council'. However, if purchasing permits from a local library, please make cheque/postal order payable to 'GLL (Greenwich Leisure Ltd)'.

Part 4 – Enclosures

Please send photocopies of documents, wherever possible, as the council is unable to accept responsibility for any original documents sent through the post.

I am enclosing with this application (please tick the appropriate box)

Proof of work - one of the following:

- An estimate or invoice for the work showing your name and the address of the property at which you are working. This must be on company headed paper.
- An acknowledgement letter addressed to you from the building control office confirming receipt of your application.
- A current highway licence (i.e. skip/materials licence) provided you are the licensee.

The proof provided must relate to the person named in Part 1 and refer to the address where the work is taking place.

Part 5 – Declaration**I hereby certify that ***

I am undertaking works at the address shown in Part 1 and that all the information I have given on this application is correct.

Signature _____

Date _____

(this declaration may only be signed by the person named in Part 1)

* 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.

PLEASE NOTE:

Trade permits are available to those who are working as trades people, e.g. plumbers, builders etc. at a property in a Controlled Parking Zone which is not their permanent place of employment. Proof of work is required for the particular site i.e. estimate or invoice (which is verifiable) together with the application form and payment.

A daily trade permit allows the holder to park in the specified zone for one day and a weekly trade permit allows the holder to park in the specified zone for one week. These permits are not valid on off-street car parks or private roads or on housing estate roads and does not guarantee the use or availability of any space. Trade permits are not transferable, exchangeable or refundable.

Requests for larger quantities of trade permits will only be considered if the contract of work runs for more than three months. Please email parkingpermits@wandsworth.gov.uk for advice.

If you are unable to supply any of the documents specified overleaf, or if you are unsure of your entitlement to trade permits, please email parkingpermits@wandsworth.gov.uk or telephone the **Parking Helpline (020) 8871 8871**.

Please send your completed form, proof and payment to the following address:

Wandsworth Council
(Permit Processing)
PO Box 522
TWICKENHAM
TW1 9PL

Alternatively, you may take your application to:

Customer Centre
Ground Floor, Town Hall Extension
Wandsworth High Street
London
SW18 2PU

or Selected libraries within the borough, visit our website www.wandsworth.gov.uk for further details or alternatively contact the Parking Helpline on (020) 8871 8871

Monday - Friday 9am - 5pm

You can apply for Paperless Trade Permits by visiting www.wandsworth.gov.uk/permits

There is a discount for Paperless Trade Permits purchased online.

Alternatively you can apply by post providing the following:

- The completed application form
- Correct payment
- Proof of work

PARKING HELPLINE (020) 8871 8871
www.wandsworth.gov.uk/parking