

**Please read the following guidance notes carefully before you start to complete the application form. They are intended to provide additional information about business permits, to minimise queries and to reduce possible delays in processing applications.**

## Parking Service

# Business Parking Permit – Guidance Notes

When uploading scanned images with an online application please ensure documents are legible at A4 size. If posting an application please send photocopies of documents, wherever possible, as the council cannot accept responsibility for any documents sent through the post. If making an application in person, original documents must be provided.

### PART A - ENTITLEMENT

A business is entitled to purchase up to 10 permits if:

- (i) it is operating from an address within a Controlled Parking Zone;

#### AND

- (ii) the vehicle for which the permit is required is essential for the efficient operation of the business.

Permits are not issued simply to allow staff to commute to their place of work.

The vehicle(s) must be either:

- a passenger vehicle, constructed or adapted for the carriage of not more than twelve passengers (excluding the driver), or
- a goods carrying vehicle, the overall height of which does not exceed 3.2 metres (10ft 6ins), the overall length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes.

Please note that the permit does not cover a caravan, trailer etc. secured to the vehicle

Vehicles displaying a valid disabled badge and motorcycles can park in any permit holder or shared use (permit holder and pay and display) bay without displaying a permit or pay and display ticket, provided the bay is not suspended. Motorcyclists are advised to park considerately with their back wheels to the kerb.

There are also a number of solo motorcycle bays throughout the borough that are shown on the zone maps available to view via the website.

The housing and community services department operates its own parking controls on some housing estates and issues free permits to residents. The zones that these are restricted to are indicated by a double alpha code, e.g. AD. The permit you are applying for with this application form is not valid on housing estates, in off-street car parks or on private roads. The permits issued for the public highway are indicated by an alpha numeric code, e.g. A3 (apart from the zones B and C3e).

**Foreign registered vehicles** – If you drive a vehicle that is registered abroad, please visit [www.wandsworth.gov.uk/parking](http://www.wandsworth.gov.uk/parking) or email [parkingpermits@wandsworth.gov.uk](mailto:parkingpermits@wandsworth.gov.uk) for further information.

All-zones standard permits may be issued for 3, 6 or 12 months.

Outer zone, liveried and “greener” vehicle permits are available for either 6 or 12 months.

### PART B - HOW TO APPLY FOR A PERMIT(S)

#### i) Online applications

Online applications are preferred, to prevent queuing, and you are advised to submit your application as soon as possible in order to avoid delays in obtaining your permit.

The application must be completed by the company secretary or a senior representative and the documents specified in Part C must be submitted.

#### ii) Postal applications

If you are unable to submit an application online, an application form can be downloaded from our website.

If applying by post, please send the completed form, copies of supporting documents, and payment to:

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

#### iii) Personal callers

Alternatively you, or your representative, may bring the completed application form with original documents to the Customer Centre, Ground Floor, Town Hall Extension, Wandsworth High Street between 9am and 5pm, Monday to Friday. Providing the necessary proofs are shown your permit will be issued immediately. There may be delays at busy times.

### PART C - TEMPORARY COVER AND REFUNDS

#### Temporary Cover

The council provides temporary cover to business permit holders when their usual vehicle has been garaged for repairs or services and a loan/hire car is being used or whilst they apply to transfer their permit to a new vehicle or address. The temporary cover will allow them to park their new vehicle at their new address whilst they wait for their replacement permit to arrive. One temporary cover is granted free of charge per calendar year and is valid for a maximum period of two weeks. This period of cover is not extendable and any unused days cannot be ‘banked’ for future use. It is therefore important to note that after the expiry of this free cover, the council will apply a charge for this service. The temporary cover can be activated via your on-line account and you do not need to display anything in your vehicle. Please note, that once you have activated the temporary cover, your business permit will become valid. If you are applying for a replacement permit, you should do so as soon as possible to ensure that you receive your new permit before the temporary cover expires. It is your responsibility to ensure that the correct information is provided. For details on obtaining a replacement/duplicate permit please check the website, email [parkingpermits@wandsworth.gov.uk](mailto:parkingpermits@wandsworth.gov.uk) or call the parking helpline for further information.

#### 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 is 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. Please contact the Parking Helpline or the Permits Team via email for further details.

**PLEASE NOTE:** No refund will be issued when a permit is withdrawn due to it being fraudulently obtained or improperly used.

## PART D - PROOF OF BUSINESS ADDRESS AND VEHICLE OWNERSHIP

You must supply the following documents when submitting an application:

**N.B. Proof of both business address and vehicle ownership are required.**

### i) Proof of business address

- Current business rates bill

In cases where a business is not directly responsible for the payment of business rates or if you are a sole trader/self-employed person and do not work from a 'rated business premises', two different items from the following list must be provided:

- Current lease agreement **or** Letter from the business ratepayer (in cases where the current lease is not available)
- Recent business utility bill (dated within the last three months)
- A copy of a recent business bank statement (dated within the last three months)
- Copy of an invoice received at the business address
- Inland Revenue business tax return
- Certificate detailing the registration number and zone address for registered charities

### ii) Proof of vehicle ownership

**Documents submitted as proof of vehicle ownership must show the name and address of the business or of the employee and give the vehicle's registration number.**

For each application, you must produce either:

- Vehicle registration document **or**
- Hire/leasing company agreement, which must be valid and show the name and address of the hire/leasing company

If the vehicle has been purchased within the last three months and the registration document is not yet available, the following will be required:

- Valid insurance certificate and schedule

Where a vehicle is registered in the name of the business, it will be acceptable if the address shown on the document is that of another office, e.g. the main/head office.

Where the vehicle is owned, leased or hired by the employee, the declaration in Part 5 of the application form must be completed and the following must be provided:

### iii) Proof of employment – employee of the company

- Last two salary/wage slips **OR** contract of employment

**AND**

- Signed letter on headed paper and dated within the last month explaining why the vehicle is essential for the efficient operation of the business. The letter should also include the vehicle's registration number. In addition, if applying for an all-zones business permit, the letter must give the reasons why.

### iv) Proof of employment – sole trader/self-employed

- inland revenue business tax return
- signed letter - same info as part (iii)

## PART E - TYPES OF PERMIT

A 'Sub-Zone Specific' permit is valid only in the sub-zone in which the business is located.

An 'All Zones' permit entitles you to park in any Controlled Parking Zone in the borough.

### a) Standard permit

Available to all businesses operating from an address in a Controlled Parking Zone where a vehicle is essential to the running of the business.

### b) Outer Zone permit (Putney only)

This permit is only valid in specific roads in the outer area of the Putney Zone. It does not entitle you to park borough-wide. A map is available online showing the roads where you may park.

### c) Livered Vehicle permit

Livered permits are available for businesses (including franchises) with one address within a CPZ in the borough, requiring only one business permit. In order to qualify for a liveried vehicle permit the livery on the vehicle must show the company name, logo and telephone number or email address. The numbering and lettering must be of an unambiguous and bold style, no smaller than 6cm and in clear contrast to the vehicle colour. The livery must be permanent and clearly readable from a distance of 20.5 metres (67 feet) and should cover a substantial part of either the side panels or rear doors of the vehicle.

You will be required to upload photos of the vehicle back, front and side panels. The photos of the front and back should clearly show the vehicle registration number. If we are unable to verify that the livery is acceptable for the purposes of this permit then you may be required to bring your vehicle to the town hall for verification. The application will not be processed until this has been done.

**A business can have one liveried vehicle permit. If the business requires any additional business permits they will forfeit the livery discount.**

## PART F - PERMIT PERIODS AND COST

Details of the permit periods and cost are shown on the application form. There is a reduction available to those applying for business permits online. Go to [www.wandsworth.gov.uk/permits](http://www.wandsworth.gov.uk/permits) to register and apply online. There is an additional cost for two or more permits per business location. Payment must be made by the company. No personal payments or cash accepted. Replacement/duplicate permit applications will incur a £22.80 administration charge. Further details available on the application form.

**Important note:** If you are unable to supply all the documents specified in D (i), (ii), (iii) and (iv) (if required) please email [parkingpermits@wandsworth.gov.uk](mailto:parkingpermits@wandsworth.gov.uk) or telephone the **Parking Helpline** on **(020) 8871 8871** for further advice before submitting your application.

Your application may be returned to you if it is not fully or correctly completed or if the relevant documents are not submitted.

Wandsworth Council has to protect the public money it deals with and may use the information you have given to prevent and detect fraud. For this reason it may also share this information with other organisations dealing with public money.

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

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