Application for business parking permit

OFFICE USE ONLY

Zone

Prepared by

Date of issue

Cheque No.

Credit card TXN

Cash/PO

Receipt No.

Please return this form to:
Parking Services, Royal Borough of Greenwich, P.O. Box 8607, London SE18 6ZB.

Postal applications only

Part 1 Particulars of applicant (in block capitals)

Title (Mr/Mrs/Ms/other title)

First names in full

Surname

Position in business

Name of business

Address of business

Telephone no

Type of business

The Council's Data Protection Privacy Notice is published here: **royalgreenwich.gov.uk/info/20003/data_protection_and_freedom_of_information/4/data_protection_privacy-notice** which sets out how the Royal Borough uses your information and how we protect your privacy.

Part 2 Particulars of permits required

How many permits do you require (Maximum 10)

Business name on permit Yes No

Note: Permits with business names will not be replaced if lost or stolen.

Vehicle height must not exceed 3m. Vehicle width must not exceed 1.95m.

Please fill in attached form 2c.

Please note if permits are in the business name, any parking fines incurred as a result of the Business Permit not being displayed will not be waived.

If this is a business renewal please tick

How to pay

By Cheque

I enclose cheque/postal order payable to **Royal Borough of Greenwich** Amount

By Credit/Debit Card

You can pay by credit/debit card either by telephoning **020 8921 4339** or in person at the Royal Borough's cash office at **The Woolwich Centre, 35 Wellington Street, Woolwich, London SE18 6HQ** or by card at **The Eltham Centre, 2 Archery Road, Eltham SE9 1HA** between 9.00am and 5.00pm Monday to Thursday and 9.00am and 4.30pm Friday.

Telephone Payment

When you telephone, your credit/debit card details will be requested and your payment securely taken. You will be given a 'Service Request ID' which you **MUST** enter in the box below together with the date of payment and amount before sending the completed, signed form and required supporting documents to the address above.

Service Request ID

Date of Payment

Amount

Supporting documents required

i Proof of registered business address: such as a Royal Borough Business Rates form, recent public utility bill, or other official correspondence e.g. with Inland revenue etc. all within the last three months (Post photocopies only please).
ii For specific vehicles - proof of vehicle ownership: such as a Vehicle Registration Document, hire/leasing agreement or an insurance cover note if the vehicle has recently been purchased. (Post photocopies only please).
iii For permits with name of business only: a list of vehicle registration numbers, if available.

Declaration, to be signed by all applicants

a I hereby certify that my usual place of business is at the address shown at Part 1 over, and wish to apply for one or more Business Permits in respect of the vehicle(s) specified in Part 2 of the application.

b I understand that any permit issued to me by the Royal Borough is in respect of the said vehicle or business name and that such issue and any subsequent issue of a permit is conditional upon my surrendering to the Royal Borough the said permit on the happening of one of the following events:

- i A business permit holder ceasing to be a business as defined in the order.
- ii A business permit holder ceasing to be the owner of a vehicle in respect of which the business permit was issued.
- iii A vehicle specified in Part 2 of this application being adapted or used in such a manner that it ceases to be a vehicle of the class specified in the order.
- iv Upon the issue to me of a duplicate permit.
- v The said permit ceasing to be valid at the expiration of the period specified thereon.
- vi The issue of a duplicate permit by the Royal Borough on account of the original permit becoming mutilated or accidentally defaced or the permit becoming illegal through fading.
- vii Any cheque, tendered in payment of a permit, subsequently being dishonoured or credit/debit card payment being rejected

c I undertake to inform the Royal Borough immediately any of the events specified in sub-paragraph bi, bii or biii (above), have occurred.
d I understand that business permits are not available to employees to facilitate on-street staff parking at the place of business.
e I declare that all the information I have given in this application is correct.

N.B. The onus to renew a permit rests with the applicant

It is an offence under the Vehicle (Excise) Act 1962 (section 7) to park or keep any mechanically propelled vehicle on a public road if the vehicle is unlicensed, and it is an offence under the Road Vehicles (Registration and Licensing) Regulations 1964 (Section 20) to keep such a vehicle on a public road if the licence is not displayed in the vehicle.

Applicants are reminded that the Royal Borough may require an applicant (or permit holder) to produce to an officer of the Royal Borough such evidence in respect of an application (or permit already granted) as they may reasonably call for to verify particulars supplied. The Royal Borough may withdraw a permit if it appears to them that any of the particulars supplied are untrue or false.

Please note: Failure to enclose the required documents will delay your application.
A false statement may render an applicant liable to prosecution.

Signature _____ Date _____

Further information including permit prices, can be obtained from **www.royalgreenwich.gov.uk**

ROYAL *borough of* GREENWICH

20152-B February 2019

Form 2c Vehicle Registrations		
Name	**Vehicle Reg**	**Permit Number**

Please enclose

Registration Documents

or

Hire Agreement

Failure to enclose documents will delay your application

ROYAL borough of GREENWICH

20152-B February 2019