

Application for a Business Parking Permit

Please return this completed form for: London Borough of Hackney, PO BOX 39054, London, E8 1WS

Part 1. Applicant details (IN BLOCK CAPITALS)

Title (Mr/Mrs/Ms/Miss/other):	First name:
Surname:	
Business Address:	
Postcode:	
Telephone:	Mobile:
Email address:	

Part 2. Particulars of vehicle to be used by applicant

Vehicle registration no. (Max 3 per permit)	Engine size
1:	
2:	
3:	

Duration of Permit Required	3 Months		6 Months		1 Year	
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If you have converted your vehicle to run on LPG (Liquid Petroleum Gas) and your Vehicle Registration Document (V5C) has not been updated indicating correct fuel type, you will need to provide a copy of your vehicles LPG Conversion certificates if you wish to qualify for an environment discount.

Part 3. Payment details

I enclose cheque/postal order payable to London Borough of Hackney	Total amount: £
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OFFICE USE ONLY	Permit No:	CPZ Zone:
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Supporting documents

1. A letter on company headed paper AND Non domestic rates bill showing the company is paying rates at the premises declared above OR corporate tax return addressed to the premises above e.g. VAT or corporate return.
2. Vehicle Registration Document (V5C) AND the insurance certificate. Unless one of the following:
 - A. Hired vehicle: The hiring or leasing agreement showing the name of applicant OR business as provided in Part 1.
 - B. Newly purchased vehicle: New keepers supplement (V5C/2) showing the name of applicant OR business as provided in Part 1

Part 4. Declaration, to be signed by all applicants

- A. I hereby certify that the address shown in Part 1 is the business address of the company to which the permit will be issued.
- B. I confirm that the company to which the permit will be issued keeps and uses the vehicle(s) with the registration number(s) stated on this form and that they conform to the height, length and weight restriction as outlined in the terms of use.
- C. I shall immediately surrender the Permit to the Council in the event of any of the following circumstances occurring:
 1. The business ceases to be located within the parking zone for which the Permit has been issued.
 2. I have sold/disposed of the vehicle shown on the Permit.
 3. The Council withdraws the Permit or it ceases to be valid for any other reason.
- D. I confirm that I have read and understood all the terms of use shown on this form.
- E. I understand that my permit will be invalid in the case that the terms of use are breached and my vehicle will be subject to enforcement.
- F. I understand that you may use the information provided on this form in line with the Data Protection Act 1998 and that it may be passed to other Council departments, the DVLA or any other bodies to help prevent and detect fraud.
- G. I declare that all the information I have given in this application is correct.

The responsibility to renew a permit rests with the applicant. Failure to enclose the required documents will delay your application. A false statement may render an applicant liable to prosecution.

Signature

Date: / /

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.

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Terms of use for a Business Parking Permit

1. Your entitlement to a business permit

- Business permits can have a maximum of 3 vehicle registration numbers per permit, which will minimise any risk of theft. If more than one vehicle registration is to be placed on the permit, the registered owner of each vehicle (if not the same) will need to prove that they consent to the use of the vehicle in the specified manner. Please make sure you give the full registration in the box provided.
- Your permanent business address must be within the boundary of a Hackney Controlled Parking Zone.
- Your business address is not subject to a Section 106 notice which would prevent any incoming owner attaining a parking permit within Hackney.
- The vehicle can be a passenger vehicle or a goods vehicle (the overall height must not exceed 2.27m (7ft 6in) and the un-laden weight limit must not exceed 3.5T.
- Permits remain the property of the Council and the Council reserves the right to withdraw any permit without giving prior notice or reason.

2. Where and how to use the permit

- A business permit enables the holder to park in any vacant on-street business permit holder's bay and, if applicable shared use permit bays within the zone of issue as specified on the permit. The restricted hours will be displayed at the entry points to the zone, and in some cases on signs adjacent to the bays.
- A business permit does not guarantee a parking space.
- Vehicles must park entirely within the bay markings.
- Business permits are not valid for parking in resident only permit bays, pay & display bays, Doctors or Disabled bays, yellow lines, housing estates or car parks.
- Business permits are not valid for parking in suspended bays.
- Business permits must be clearly displayed on your vehicle's front windscreen in order for the details to be easily read.
- Business permits are only valid for the vehicle registration numbers stated on the application form and on the permit.
- Permits are non transferable.
- Business permits are not required for motorcycles, which can park free of charge in permit and shared use bays, if parked at the end of the bay and perpendicular to the kerb.

3. Pricing

The price of your permit depends on its engine size and fuel type. If your vehicle was specifically made or converted to run on a greener fuel you will be eligible for a discount.

The 'greenest vehicles', which run entirely on alternative fuels are eligible for free permits. This category includes electric vehicles and vehicles that can only run on compressed natural gas (CNG) or liquid petroleum gas (LPG).

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Terms of use for a Business Parking Permit (continued)

Vehicles that run on greener fuels but can also run on petrol or diesel are classed as 'greener vehicles'. These include Hybrid vehicles (which use both electricity and either petrol or diesel).

Your Permit will be priced according to the following table:

	Zone A & B		All other zone	
	3 months	1 year	3 months	1 year
Greenest vehicles (such as fully electric vehicles)	FREE	FREE	FREE	FREE
Small engine under 1200cc, dual fuel or hybrid vehicles	£160	£425	£75	£195
Normal size engine 1201 – 2000 cc	£320	£850	£150	£390
Large engine 2001 – 3000 cc	£480	£1275	£225	£585
Larger engine 3001 – 4000 cc	£480	£1275	£300	£780
Largest engine 4001 cc plus	£480	£1275	£375	£975

4. Proof of Fuel Type

If you have converted your vehicle to run on LPG (Liquefied Petroleum Gas) and your Vehicle Registration Document (V5C) has not been updated indicating the correct fuel type, you will need to provide a copy your vehicle's LPG Conversion Certificates if you wish to qualify for an environmental discount.

5. What happens if I lose my business permit?

If you lose or damage your permit it will not be replaced—you will have to purchase a new one at full price.

6. What happens if my business permit is stolen?

We will replace it free of charge if you provide us with a valid crime reference number or crime report.

7. What happens if I change my vehicle?

You will need to complete the Replacement Permit Application form; this is available on our website www.hackney.gov.uk/parking, the parking shop 2 Hillman Street, London E8 1FB, and the Hackney Service Centre on 020 8356 8877. If you change to a vehicle in a different pricing band, you will either be eligible for a refund or be required to pay a surcharge based on the difference in prices for the remaining lifetime of the permit. There is an administration charge of £10.

8. What happens if we move premises?

If the permit holder moves out of the zone / Borough then the permit must be returned. If the permit holder moves from one CPZ within the borough to another then you can apply for a zone transfer. There is a £10 fee for this service.

9. Refunds

Refunds are payable for each full calendar month remaining on the permit from the date we receive your refund request. There must be a minimum of 3 months remaining on the permit. There is an administration charge of £20 to process a refund request. If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund.