



## All Zone Business Vouchers Application Form

Not valid on Housing Estates managed by the Council and private land or car parks.

Please complete all sections of this form clearly in BLOCK CAPITALS.

Before returning your completed application form, please make sure:

- You have included copies of all relevant documents
- You have read and agreed to the Terms of Use.
- The declaration has been signed by an appropriate person.
- You have included full payment: for current fees and charges see document P121

<b>Company Name:</b>	
<b>Address:</b>	
<b>Post code:</b>	<b>Fax:</b>
<b>Telephone:</b>	<b>E mail:</b>

<b>Number of books required:</b>  (10 Vouchers per book, each voucher will be valid for one calendar day when parked in the Permit and share use bays)  <b>Price per book: £225.</b>
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### Payment

Postal Orders should be made payable to London Borough of Hackney and crossed.

**Credit / debit cards:** Please charge my debit/credit card for the amount shown below:

<b>Card number:</b>																			
<b>Card type:</b>																			
<b>Card holders name:</b>																			
<b>Start date:</b>	/	/	<b>Expiry date:</b>	/	/	<b>Issue No.</b>	(Switch/Delta)												
<b>Post code:</b>																			
<b>Card holder signature:</b>																			

## Declaration

I confirm that the address I have stated on this form is the business address of the company to which the permit will be issued.

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 restrictions.

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.

I confirm that I have read and understood all the terms of use shown on this form.

I understand and accept that you may prosecute me if I have given any information that I know to be untrue or false.

<b>Signature:</b>
<b>Name (BLOCK CAPITALS):</b>
<b>Date:</b> <b>Date:</b>

Please retain Terms of use for your reference.

## 1. Your entitlement to an All Zone Business Vouchers

- Your permanent Business address is within the boundary of a Hackney Controlled Parking Zone.
- If a valid tax disc is not displayed along with the voucher, this invalidates the voucher and as such a Penalty Charge Notice may be issued.
- The vehicle can be a passenger vehicle or a goods vehicle (the overall height must not exceed 2.27 metres (7ft 6in) the length must not exceed 5.25m and the un-laden weight limit must not exceed 3.5T.
- Vouchers remain the property of the Council and the Council reserves the right to withdraw any voucher without giving prior notice or reason.

## 2. Where and how to use the Vouchers

- The correct date must be scratched off and the vehicle registration number written (clearly in black or blue ink) in the box provided. If the wrong box is scratched off or the wrong registration number is written in error then the voucher will be invalid.
- Vouchers must be clearly displayed on your vehicle's front windscreen in order for the details to be easily read.
- An All Zone Business Voucher enables the holder to park for one day in any vacant on street Resident, Business Permit holders only bays or if applicable, shared use or general use permit bays within a Hackney Controlled Zone. Bays may occasionally be suspended; your permit is not valid in a suspended bay (see section 5).
- Locations where All-Zone business vouchers are not valid include (but are not limited to) pay & display bays, yellow lines, off-street (housing estates, private land and car parks).
- Please note only the vehicle with the same registration number as written on the voucher can use the voucher.
- The vehicle can be a passenger vehicle or a goods vehicle. The overall height must not exceed 2.27 metres (7ft 6in), the length must not exceed 5.25m and the un-laden weight limit must not exceed 3.5T.
- A voucher does not guarantee a parking space.
- You must display a valid tax disc at all times.
- Vehicles must park entirely within the bay markings.
- Vouchers are non transferable.

## 3. How to apply

To apply for All Zone Business Vouchers you must complete the relevant application form and to prove your eligibility for the vouchers send letter on Company headed paper giving details of your company's need for the vouchers.

**By post:** London Borough of Hackney  
PO Box 39054  
London  
E8 1WS

**In person:** The Parking Shop  
275 Mare St  
London  
E8 1GR

**By fax:** 020 8356 8221

**Online:** [www.hackney.gov.uk/parking](http://www.hackney.gov.uk/parking)

If you need assistance please call us on 020 8356 8877 or e-mail [info@hackney.gov.uk](mailto:info@hackney.gov.uk)

All Zone Business vouchers may take up to ten days to be sent to you. If you require vouchers immediately, you should visit us at The Parking Shop.

#### **4. What happens if I move premises?**

If your business moves out of the borough then the vouchers must be returned.

#### **5. Vouchers are not valid in suspended bays.**

The Council or the Police can suspend a resident's parking bay. Signs indicating this are placed in or adjacent to the bay, or over the parking bay sign. Warning signs will be erected at least 3 days prior to the suspension; the Council will endeavour to notify residents in the street by post in advance of the suspension.

Nevertheless, permit holders should ensure that their vehicle is legally parked at all times. If not a vehicle may receive a Penalty Charge Notice (PCN) and may be removed. If you leave your vehicle unattended (for example to go on holiday), you should endeavour to make arrangements for the possibility that the bay may be suspended in your absence

#### **6. Preventing Fraud**

The Council considers fraud and attempted fraud to be extremely serious matters and will not hesitate to take preventative, remedial or punitive actions against any person or organisation suspected of fraud or attempted fraud. Permits remain the property of the Council and the Council reserves the right to withdraw any permit without giving prior notice or reason – and you may be issued a penalty charge notice, clamped or removed. Examples of circumstances when this may happen include if you do not display a valid tax disc or if you persistently ignore penalty charge notices.