

Permit No
Date of Issue
Amount paid
Prepared by

Parking Service

Business Parking Permit – Application Form

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM. THE APPLICATION FORM MUST BE COMPLETED BY THE COMPANY SECRETARY OR SENIOR REPRESENTATIVE

Please complete all sections of this form **IN BLOCK LETTERS** and black ink.

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

Part 1 – Company Particulars

Company Name: _____

Address: _____

Contact Name: _____

Telephone No. _____

Postal Code: _____

Part 2 – Vehicle Particulars (A separate application form must be completed for each vehicle – Max. 4 permits per business)

Name and Address of the registered owner or hirer

Registration No. _____

Make and Type: _____

Colour: _____

Postal Code: _____

If the registered owner or hirer of the vehicle is not the company named in Part 1, please complete the following declaration:

I certify that

- The registered owner or hirer of the vehicle, as named in Part 2 is employed by the company named in Part 1 and holds the position of

Job Title _____

Employee's home telephone No. _____
(We may need to contact him/her at short notice)

I am enclosing proof of employment in the form of: _____

- The vehicle is necessary for the efficient conduct and operation of the company

Signature _____
(Company secretary / Senior Representative)

Date _____

Position in Company _____

Part 3 – Enclosures

Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for original documents sent through the post. If you are making your application in person, original documents must be provided.

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

1. Proof of location of business

- Current Business Rates Bill
 Other (Please see Guidance Notes for details)

AND

2. Proof of vehicle ownership – one of the following

- Vehicle Registration Document
 Hire / Lease Agreement
 Garage Bill of sale and Valid Insurance Certificate (If vehicle was purchased within the last 3 months)

3. Proof of employment – only required if the vehicle is owned / hired by the employee

- Last two salary / wage slips OR contract of employment

AND

- A typed letter on headed paper from the company secretary or senior representative confirming that the vehicle is essential to the running of the business

4. Payment

Each business permit is £50.00. The permit is transferable between business vehicles.

- Cheque / Postal Order made payable to *Gateshead Council*

Total cost of permits £ _____

Payment must be made by the company. No personal payments or cash excepted.

Part 4 – Declaration

I hereby certify that*

- The vehicle shown in part 2 of this application is not:
 - Over 3.2 metres (10ft 6ins) in height
 - Over 6.5 metres (21ft 4ins) in length
 - Of a maximum gross weight exceeding 5 tonnes
 - Constructed to carry more than 12 passengers (excluding the driver)
- All the information given in this application is correct

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- The company cease to trade at an address within the resident parking zone
- The owner of the vehicle leaves the employment of the company
- The owner sells or otherwise disposes of the vehicle
- The Council withdraws the permit

Signature _____
 (Company secretary / Senior Representative)

Date _____

***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

Business permits are not valid in off-street car parks, on private roads or housing estate roads, which may operate their own Parking Regulation Scheme and does not guarantee the use or availability of any space.