



Business Parking Permit

Guidance Notes and Application Form

A – Your entitlement to a Permit

You are entitled to purchase a Business Permit if your business operates from an address within the Controlled Parking Zone (CPZ), would benefit the operational needs of the business and would not be used for employee parking on-street.

The vehicle can be a passenger vehicle or a goods vehicle.

The Council reserves the right to impose conditions where vehicles park overnight.

Additional permits will each require a separate application form but please note that Business Permits are issued at the Council's sole discretion.

You have the right to appeal in the event of the Council refusing your application for a Business Parking Permit.

Proof of the business address and vehicle ownership **must** be provided with your application.

B – Conditions of Use

For the permit to be valid, it must be attached to the inside of the windscreen so that the details can be seen from the outside of the vehicle.

The issue of a Business Permit is to assist in the operational needs of businesses based within the CPZ. **It is not intended to provide all day on-street parking for employees of the business.**

The permit allows the vehicle to park for up to 4 hours within a marked pay-and-display or permit holder bay in the CPZ. Vehicles are not permitted to return within one hour of leaving the street.

The permit **does not** allow parking on yellow lines, footways and verges, in car parks, taxi ranks, disabled bays or loading bays. If you do, you risk being issued with a Penalty Charge Notice. Currently the charge is up to £70 reduced to 50% if paid within 14 days.

If this permit is lost, you should inform Bedford Borough Council immediately to arrange for a replacement. An administrative charge will be applied.

The permit must be returned to the Council if your business changes address.

The Council reserves the right to withdraw a permit in the event of misuse.

C – Permit Period & Cost

Permits are valid for 12 months. All permits will commence on the first day of the month in which the application is made unless a later start date is requested.

The cost of the first authorised permit is £180. Each additional authorised permit would be £250.

D – How to Apply

Please complete the application form and attach the relevant documents.

Your application must also be accompanied by a letter written on company headed paper and signed by the Company Director or your manager, explaining how the Business Permit would benefit the operational needs of the business.

The form and all documents should be returned to Parking Services, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford MK42 9AP.

E – Proof of Business Address & Vehicle Ownership

You must include proof of your business address and vehicle ownership with your application form. If you do not enclose all the required documents, your application will be returned to you.

Proof of business address.

One of the following documents will be accepted **(this will be required for renewals)**

- National Non-Domestic Rates Bill. This must be the current year's bill.
- Utility Bill - Water / Electric / Telephone or Gas bill. Must be less than three months old.

The document submitted must show the name of the business and the address for which the Business Parking Permit applies.

Proof of vehicle ownership.

One of the following set of documents will be accepted **(this will not be required for renewals)**

- Vehicle Registration Document (V5C) plus insurance document showing the applicant as the **main policy holder** with the vehicle insured for business use.
- Hire / lease agreement.
- Garage bill of sale or cover note if the vehicle was purchased less than four weeks ago. The bill of sale must show your name and the address for which the permit applies.

Original documents will be returned to you with your Permit. However, the Council is unable to accept responsibility for any documents sent through the post. Photocopied documents are acceptable.

OFFICIAL USE ONLY	Date Issued		Permit Number	
	Documents checked		Payment method	
	Authorised by		Amount paid	
	Actioned by		V5C at renewal	

Business Permit Application

Please read the guidance notes carefully before completing this application form. Parts 1 to 5 of this form should be completed in **BLOCK LETTERS**.

PART 1 - PERMIT REQUIRED

- Business Parking Permit (1st Permit) £180
- Business Parking Permit (Additional Permit) £250
- Duplicate Permit (Original Lost / Mutilated) £10

Please explain why permit has not been returned:

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AMOUNT ENCLOSED: £

Cheque: Please make payable to Bedford Borough Council

Debit / Credit Card: Please provide a contact number and we will ring you for your card details.

PART 2 - COMPANY DETAILS & DECLARATION

Name of Business

Name of Director / Manager

Bedford address

.....

..... Postcode

Business telephone number

I hereby certify that:

1. The following applicant is employed by my organisation and;
2. The permit will be used in accordance with the Conditions of Use detailed in section B which have been read and fully understood.

Signature Date

PART 3 - DETAILS OF APPLICANT

Forename(s) in FullSurnameTitle
Address
.....
..... Postcode
Daytime telephone number

PART 4 - ENCLOSURES (please refer to sections D & E of the guidance notes)

Proof of business address: National non-domestic rates bill
 Utility bill

Proof of vehicle ownership or proof of new vehicle to change existing permit record:
 Vehicle registration document (V5C)
 Bill of sale, insurance certificate or cover note
 Hire / lease agreement

Reason permit is required: Letter on company headed paper signed by the person named in part 2 of this form

PART 4 - VEHICLE DETAILS / NEW VEHICLE DETAILS

Vehicle Registration
Make
Model
Colour

Does the overall height of the vehicle exceed 2.8m? YES NO
Does the overall length of the vehicle exceed 5.3m? YES NO
Are you the registered keeper? YES NO

If NO, who is the registered keeper?

PART 6 - DECLARATION - TO BE SIGNED BY THE APPLICANT

I hereby certify that the information I have provided is correct. I have read and understood the conditions of use in Section B relating to the issue and use of the Business Parking Permit. I shall surrender the permit to the Council should I change my vehicle or business address, or if requested to do so by the Council.

It is an offence for a person to knowingly make a false statement for the purposes of obtaining a Business Parking Permit. The Council will not hesitate to prosecute and a conviction will result in substantial penalties.

Signature Date