

Business Parking Permit Renewal Form

- Please read the attached guidance notes before completing this form.
- Please write clearly using BLOCK CAPITALS and complete all numbered sections of this application form.
- If you have changed your address and/or vehicle details you must complete section 7.
- Do not complete section 7 if your details HAVE NOT changed since your previous application.

1. EXISTING BUSINESS PERMIT DETAILS

a) Please provide your existing business permit number: BU

b) Vehicle registration number shown on the existing permit:

2. PERMIT DURATION AND START DATE REQUIRED

☐ I require a 6 month permit at a cost of £427.50

☐ I require a 12 month permit at a cost of £777.50

Please note renewing your permit online will not incur the administration fee (£27.50) that is already applied to the cost of the permit you see on this form.

I would like my permit to start from (DD/MM/YY): // - If you do not give a start date your permit will be renewed from its expiry

3. APPLICANTS DETAILS AND PROOF OF CONTINUED EMPLOYMENT AT BUSINESS

Title (Mr, Mrs, Miss, Ms, other title): Surname:

First names (in full):

Business Address:

Post Code:

Telephone no:

☐ I enclose a photocopy of a payslip dated within the last 3 months as proof of my continued employment at the business

Badge number:

Expiry Date: /

Issued by:

4. PAYMENT

(please do not send cash) cash)

☐ By Cheque or Postal Order

I enclose a cheque or postal order payable to 'London Borough of Redbridge' for £ (please write the vehicle registration number and your name and address on the back of the cheque)

5. DECLARATION

I hereby certify that:

- I have read and accept the conditions of use
- The address I have provided is my usual place of business or employment

I will immediately surrender the permit to the council in the event of any of the following circumstances occurring:

- The company ceases to trade at an address within the CPZ
- I cease to be employed by a company within the CPZ
- I have sold/disposed of the vehicle shown on the permit
- The council withdraws the permit and/or it ceases to be valid for any other reason

Signed:

Date:

6. CHANGE OF DETAILS**(please complete if applicable)****CHANGE TO BUSINESS ADDRESS**

a) Please provide the new business name and/or business address details below:

New Business Name: _____

New Business Address: _____

Post Code: _____

Telephone no: _____

b) Which permit zone is the business now located within?

- | | | | |
|---|---|--|--|
| ☐ BLA (Barclay Oval) | ☐ CHA (Chadwell Heath A) | ☐ ILA (Ilford A) | ☐ ILB (Ilford B) |
| ☐ ILC (Ilford C) | | | |
| ☐ SKA (Seven Kings A) | ☐ SKB (Seven Kings B) | ☐ STHWP (South Woodford) | ☐ WG (Woodford Green) |
| ☐ WA (Wanstead A) | ☐ WB (Wanstead B) | ☐ WD (Wanstead D) | ☐ WFA (Woodford A)) |
| ☐ WGD (Woodford Green D) | ☐ GMA (Goodmayes A) | ☐ ALH (Aldersbrook Lakehouse) | ☐ SHA (Starch House Lane) |

c) Please provide one of the following documents as proof of the new business location. The document must clearly show the business name and address (please tick which document is enclosed):

- ☐ I enclose an original item of current printed business stationery showing the business name and address
- ☐ I enclose a photocopy of a council business rates bill
- ☐ I enclose a photocopy of a utility bill dated within the last 3 months showing the business name and address

CHANGE TO VEHICLE DETAILS

a) Please provide the vehicle details below:

Vehicle Registration no: _____

Make: _____ Model: _____

b) **If you are the registered owner of the vehicle**, please provide a photocopy of one of the following documents as proof of ownership. The document must clearly show your name, address and registration number:

- ☐ I enclose a photocopy of a **vehicle registration document**
- ☐ I enclose a photocopy of a **sales invoice for the vehicle** (Only an formal invoice will be accepted, hand written receipts are not sufficient)
- ☐ I enclose a photocopy of a **valid certificate of insurance & policy schedule** with my name as the main policyholder

If you are not the registered owner of the vehicle (e.g. vehicle is a company car, lease car, rental car), please give the name and address of the registered owner and supply proof that you have the right to use the vehicle:

First Names: _____ Surname: _____

Address: _____

Post Code: _____

- ☐ I enclose a **signed and dated letter from my employer (if using company car)** which states that I am an employee of the company and gives confirmation that you are the main user of the vehicle. The letter must show your name and the vehicle registration number. You must also supply a copy of the **vehicle log book or lease agreement showing the vehicle is registered to that company.**
- ☐ I enclose a photocopy of a **hiring/leasing agreement** showing my name
- ☐ I enclose a photocopy of a **valid certificate of insurance & policy schedule** showing my name

7. CHECKLIST – THIS SECTION MUST BE COMPLETED

Please be advised that if your application form is incorrectly or partially completed or if incorrect documentation is provided, your application **will be returned to you** and the issue of your permits may be delayed. Please make sure you satisfy the following criteria before returning your form (please tick):

- ☐ I have completed, signed and dated the renewal form
- ☐ I enclose proof of my continued employment at the business
- ☐ I enclose proof of the business location and vehicle ownership (where applicable)
- ☐ I enclose payment. Please do not send cash.

Business Parking Permits Guidance Notes

Please read these guidance notes carefully before you complete the application form

COMPLETING THE PERMIT RENEWAL FORM

- Please write clearly in BLOCK CAPITAL LETTERS, remember to TICK ALL THE RELEVANT BOXES and enclose PHOTOCOPIES of all the documentation required. Please be advised that if your application form is incorrectly or partially completed or if incorrect documentation is provided, your application will be returned to you and the issue of your permit(s) may be delayed.

PROOF OF EMPLOYMENT

- To renew a business permit you will need to provide proof of your continued employment at the business. Please provide a photocopy of a payslip dated within the last 3 months as proof of your employment at the business.

PROOF OF BUSINESS LOCATION AND VEHICLE OWNERSHIP

- If since your last application for a business permit, the business name and address details and/or vehicle details have changed you must these details along with the required supporting evidence:

For proof of business location

Please provide one of the following documents as proof of the location of the business:

- an original item of current printed business stationery showing the trading address
- a photocopy of a council business rates bill
- a photocopy of a utility bill dated within the last 3 months

For proof of vehicle ownership

If you are the registered owner of the vehicle, please provide a photocopy of **one** of the following documents as proof of ownership. The document must clearly show your name, address and registration number:

- Vehicle registration document
- Sales invoice for the vehicle (Only an formal invoice will be accepted, hand written receipts are not sufficient).
- Valid Certificate of Insurance & policy schedule.

If you are not the registered owner of the vehicle (e.g. the vehicle is a company car, lease car, rental car), please provide a photocopy of **one** of the following documents as proof that you have the right to use the vehicle:

- a signed and dated letter from my employer (if using company car) which states that I am an employee of the company and gives confirmation that you are the main user of the vehicle. The letter must show your name and the vehicle registration number. You must also supply a copy of the vehicle log book or lease agreement showing the vehicle is registered to that company.
- a hiring/leasing agreement
- a valid certificate of insurance & policy schedule.

PAYMENT

- Please enclose PAYMENT for your permit when you submit your application form. When paying by cheque or postal order please write your vehicle registration number, name and address on the back and make it payable to 'London Borough of Redbridge'. **Please Note payment cannot be taken by cash or debit/credit card.**

SUBMITTING YOUR PERMIT APPLICATION

- **BY POST** - Please return the completed form, payment(s) and photocopied evidence to Parking Management (Permits), PO Box 750, Ilford, Essex, IG1 1FQ.

YOUR ENTITLEMENT TO A PERMIT

- Every business located within a controlled parking zone, which has permit parking, is entitled to apply for a business permit for use by their employees.
- Business users within the South Woodford Controlled Parking Zone may also apply for season tickets for use in selected pay and display car parks, but subject to demand, the number issued may have to be limited.

PERMIT/SEASON TICKET CHARGES

- **BUSINESS PERMIT** - Permits are available for a duration of 6 or 12 months. Costs are as follows:

	6 months	12 months
Business Permit Cost	£427.50	£777.50

- There is no upward limit to the number of permits that can be issued to a business, provided the criteria can be met for each application.

WHERE CAN I PARK WITH A BUSINESS PERMIT?

- A business permit entitles the holder to park in any vacant business permit bay and, in certain pay and display car parks, within the controlled parking zone specified on the permit. A failure to display the correct permit for your zone could result in a penalty charge notice being issued.
- Business permits are not valid for parking in suspended bays or for parking in resident permit bays, pay & display bays, yellow lines, off street housing estates and car parks EXCEPT where otherwise stated by signs at the locations.
- The restricted hours will be displayed at the entry points to the controlled parking zone and in some cases on signs adjacent to the bays.
- Vehicles must park entirely within the bay markings.
- Buying a parking permit will not guarantee that a parking space will be available and does not render the council subject to any liability in respect of loss or damage to any vehicle in a parking place or the contents or fittings of any such vehicle.

SUSPENDED BAYS

- The use of the parking bays may be suspended by police officers, parking attendants or by authorised council officers without prior notice. Parking is not permitted in suspended bays and even if a valid permit is displayed, a penalty charge notice will still be issued.

WHERE DO I PUT MY PERMIT?

- Please place your permit on the passenger side of your vehicle in the FRONT WINDSCREEN. You are responsible for making sure that your permit can be seen clearly at all times.
- A failure to display the relevant permit correctly could result in a penalty charge notice being issued.

RENEWING YOUR CURRENT PERMIT

- A business permit is valid for 6 or 12 months. You are responsible for renewing your permit when it expires – you will not be sent a reminder prior to the expiry date. We advise that you renew your permit at least three weeks before it runs out. To renew your permit, please send a completed business permit renewal form, along with payment, to the Parking Team. The permit renewal form is available to download from www.redbridge.gov.uk. Please note postal renewals incur an administration charge of £27.50 on top of the permit cost. All online renewals will not incur this additional charge.

CHANGING YOUR DETAILS

- **A change of details form is available to download from www.redbridge.gov.uk/parking**

- **CHANGING THE BUSINESS'S ADDRESS:**

- If the business has relocated to different property within the same controlled parking zone you can continue to use your existing permit but you must let us know the new address and send us proof. Please complete a change of details form to advise us of the changes.
- If the business has relocated to a different property within another controlled parking zone you must not alter your existing permit. Any alterations made to a permit will make it invalid. Instead you must return your original permit together with proof of the new business location. A replacement permit will be issued which will show the same expiry date as your previous permit. You are required to pay an administration charge of £27.50 for this service. Please complete a change of details form to advise us of the changes.

- **CHANGING YOUR NAME:**

- If you change your name you can continue to use your permit but you need to let us know so that we can update our records. You need to send us proof of your new name such as a copy of your marriage/civil partnership certificate.

- **CHANGE OF VEHICLE:**

- If you have changed your vehicle you must not alter your existing permit. Any alterations made to a permit will make it invalid. Instead you must return your original permit, together with your new proof of vehicle ownership. A replacement permit will be issued which will show the same expiry date as your previous permit. You are required to pay an administration charge of £27.50 for this service. Please complete a change of details form to advise us of the changes.

LOST OR STOLEN PERMITS

- If your permit has been lost then a new application will have to be made at the full permit rate.
- If your permit has been stolen, a replacement can be ordered, you will need to complete a 'Changes, Replacements and Refunds' form and supply the required documentation, the replacement permit will show the same expiry date as your previous permit. You are required to pay an administration charge of £27.50 for this service.

REFUNDS

- The permit remains the property of the London Borough of Redbridge. It is issued subject to the relevant traffic management orders of the London Borough of Redbridge, which may be varied.
- Permits cannot be transferred between individuals. If a permit is no longer required, it should be returned to the Parking Management Office whereby if requested a refund will be issued for each full calendar month left on the permit. The administration fee of £25.00 will be deducted and a cheque will be issued to you for the remaining balance. If we have to cancel your permit because of fraud or misuse then you will not be eligible for a refund.

ENFORCEMENT OF REGULATIONS

- The Council is responsible for enforcing parking bays and restrictions. Civil enforcement officers regularly patrol the area to ensure adequate enforcement and any driver of an unauthorised parked vehicle will be liable to be issued with a penalty charge notice.

REPORTING PERMIT FRAUD

- We try to make sure that only eligible people hold a permit and every effort is made to detect fraudulent applications and permit use. If you think that someone is using a permit they are not entitled to, please contact the Parking Team on parkingandtrafficeenforcement@redbridge.gov.uk.

CONTACTING THE PARKING TEAM

- If you have any questions or need help filling in your application form, contact us by e-mail parkingandtrafficeenforcement@redbridge.gov.uk.

DATA PROTECTION STATEMENT

- The London Borough of Redbridge uses your personal data for the administration and sale of parking permits. We collect your name, address and vehicle registration, as well as proof of vehicle ownership and residency. This information is provided consensually by anyone wishing to purchase a permit, it is not mandated by legislation. The information is needed to verify you live within a permit parking zone and provide you with a permit to park in the area. We share information with internal departments such as those responsible for disabled parking badges and bays and the Council Tax Department for the purpose of the prevention and detection of fraud. Your information will be retained for 3 years after the life of the permit, after which time it will be destroyed. If you are concerned about how the council is using your data, please contact our Data Protection Officer via data.protection@redbridge.gov.uk or on 0208 708 3890. More information about your rights is available on our website (www.redbridge.gov.uk), or via the Information Commissioner (www.ico.org.uk).