

BUSINESS PARKING PERMITS

◀◀ YOU MAY NOW PURCHASE THREE PERMITS ▶▶

Please read the enclosed guidance notes and complete all required sections of this form.

PART 1 - YOUR DETAILS

Title: Mr Mrs Miss Ms Other (Please state) _____

Surname: _____ First name: _____

Business name: _____

Business address: _____

_____ Post Code: _____

Business telephone number: _____

Other contact number: _____

Email address: _____

We require a copy of your original business rate document as evidence that your business is based in the controlled parking zone. If your business is not named on that document, we need a letter from your accountant (no more than one month old) to confirm the business is based at the above address. We will not accept any other documents as evidence for a permit application. Please confirm:

Business Rate Document

Accountant Letter

PART 2 - VEHICLE DETAILS

Permit 1 - Vehicle registration number: _____

Vehicle make: _____ Type: _____ Colour: _____

Permit 2 - Vehicle registration number: _____

Vehicle make: _____ Type: _____ Colour: _____

Permit 3 - Vehicle registration number: _____

Vehicle make: _____ Type: _____ Colour: _____

Important: We can make a permit available for use in any vehicle, however, a permit made out for use in any vehicle does not have the security of being tied to a specific vehicle, and **if it is lost or stolen it will not be replaced**, as we cannot be satisfied it could not continue to be used. We will issue a further permit if it is lost or stolen only on payment of the full charge and reserve the right to refuse to issue a further permit. We would therefore urge you to ensure the permit is not lost, put at risk of theft or left with anyone who may be unable to return it.

We require you to acknowledge that you understand and accept these terms for the permit(s) to be issued for use in any vehicle. Please initial here to accept these terms: _____

PART 3 - PERMIT TYPES AND PAYMENT

Please select what permit(s) you wish to purchase:

1st Business Parking Permit: 3 Months (£100) 6 Months (£180) 12 Months (£300)

2nd Business Parking Permit: 3 Months (£150) 6 Months (£270) 12 Months (£450)

3rd Business Parking Permit: 3 Months (£200) 6 Months (£360) 12 Months (£600)

Businesses in zones R, S, T and V can buy visitor voucher permits. One book holds 10 vouchers, all day parking may need more than one voucher. Please select: 1 book (£20) 2 books (£40)

Please select one of the following methods for payment:

You may only pay using cash by visiting the Parking Shop in person. Do not post any cash.

I enclose a cheque or postal order made payable to 'Kingston Corporation' for £ _____

I wish to pay by credit or debit card. Please charge £ _____ to the card detailed below:

Card Number: _____

Start date: _____ / _____ / _____ Expiry date: _____ / _____ / _____ Maestro/Solo Issue number: _____

Name on card: _____ Signature: _____

PART 4 - DECLARATION

Please read each part of the following declaration and tick each box to confirm that you have read, understood and agreed to the conditions set out in this form.

This Authority has a duty to protect the public funds it administers and may use the information on this form for the prevention and detection of fraud, both within this authority and with law enforcement agencies and other bodies administering public funds solely for that purpose.

WARNING it is an offence to give false or misleading information.

All applicants must agree to the following:

I confirm that the address in the controlled zone is my business address as defined in the attached guidance notes.

I understand and accept that if I have stated anything, which I know to be false or untrue, I may be prosecuted and future permit applications may be declined.

I have read the guidance notes and instructions for parking permits and confirm that I accept and understand the terms under which the applications are made and permits are issued.

I agree that if the business ceases to operate in the controlled parking zone the business will return all permits immediately.

I agree that if I stop keeping and using the vehicle listed, I will return the permit immediately.

We will not issue a permit unless all required boxes have been ticked and the necessary proofs of your business have been provided.

Signed: _____ Date: _____

For further information about parking, visit www.kingston.gov.uk/parking

OFFICE USE: Received _____ Issued _____ By _____ Postal/Personal

PERMIT APPLICATION AND USE GUIDANCE NOTES

REQUIREMENTS & EVIDENCE

Only eligible businesses may purchase a business parking permit or visitor parking permits.

To be eligible for the permits, the business must be a business user who operates and pays non-domestic business rates in a controlled parking zone. We must see proof of your business before we can issue a permit. The visitor parking permit scheme only operates for businesses in the following controlled parking zones: Riverside (R), Surbiton (S), Oakhill (T) and Villiers (V).

A business may hold a maximum of three permits at any one time. For visitor parking permits, there is a limit to 200 permits (20 books) for each business during a rolling year (counting one year back from the date of the application being made). Normally only two books may be held at any one time and we will only issue more than this in special circumstances where previously agreed with the Council.

The application form details the acceptable proofs to show a business is based in the controlled zone.

VEHICLE REQUIREMENTS

To use a permit, the vehicle must not:

- be constructed to carry more than 12 passengers (excluding the driver.)
- be higher than 2.5m
- be longer than 5.25m

When the vehicle is parked using the permit, it must fit completely within the marked parking space. Caravans and trailers may not be parked in any permit holder or shared use parking spaces. This applies to all vehicles that a permit is displayed in, even if the vehicle is made out for use in any vehicle.

COST OF THE PERMITS

The permit application form details the cost of permits. For new applicants, the permit starts on the first day of the month and pre-dated permits will not be issued more than 15 days before the

start of the permit. Permits can be issued after the first of the month with a start date of the first, but no discount will be given for this.

We sell visitor parking permits in books of 10, at £20 for each book.

REFUNDS

A refund will be made for each complete THREE month period remaining on a business parking permit at the date of receipt at our office (at a rate for each three month period of £60 for the first permit, £90 for the second and £120 for the third permit). We will also make a refund for each complete book of unused visitor parking permits (at a rate of £8 per book). Partial books cannot be refunded. You should apply for any refund by using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. A refund may take up to 28 days to be issued.

Please note that we do not accept responsibility if a permit made out for use in any vehicle is posted to us for a refund and is not received. We will not refund such a permit until it has been received by us. We would urge all such permits to be returned directly to the Parking Shop.

PLEASE SEND YOUR APPLICATION TO:

The Parking Shop,
PO Box 1034,
Kingston upon Thames,
KT1 1EU.

If posting, please send clear photocopies only.

Or visit us at:

The Parking Shop, Ground Floor, Guildhall 2,
High Street, Kingston upon Thames.

Monday, Tuesday, Wednesday	8:30 - 5:00
Thursday Late night opening	8:30 - 7:00
Friday	8:30 - 5:00
Saturday	8:30 - 3:00

The shop is closed during Public/Bank Holidays.

Further conditions for permit use overleaf.

USE OF THE PERMITS

The business parking permit and visitor parking permits are only valid in permit holder bays and shared use permit holder/pay and display bays on streets in the controlled zone shown on that permit and on the signs.

The permits may not be used in any pay and display only bays, meter bays, bays signed for resident permit holders only or any bay that has been suspended from use, as well as any other restricted part of the road, footpath or verge.

To use a visitors parking permit, four boxes must be scratched out on each permit to show the day date and month of arrival, and the period of time that the permit will cover. If any other amount of boxes are scratched, or if the permit is marked in any other way, or if the permit is reused, it will be considered invalid. A penalty charge notice may be issued if the permit is considered invalid. It is an offence to deliberately alter or change by any means the details shown on the visitors permit.

To cover a whole day, you may need to use between 1 and 3 permits, depending on your controlled parking zone. Please check the details of the permit when marking it to ensure it covers the period you need. If you need to park for longer than covered by one of the set periods, multiple permits must be displayed to cover that time. You should ensure that one permit is used for each time period and/or day, and that every permit is marked differently to reflect the time period and/or day it is covering. For short stays, a pay and display bay may be more suitable.

DISPLAY OF THE PERMIT

To provide parking in a permit holder parking place, the business parking permit or a visitor parking permit must always be on clear display in the front windscreen, so that all details may be easily read from the outside. **If a permit is not displayed correctly a Penalty Charge Notice can be issued, which may not be withdrawn.**

For users of permits made out for use in any vehicle, you should take extra care to ensure it is clearly visible at all times. It is unlikely that a penalty charge notice issued when no permit was clearly on display would be cancelled solely on production of a permit made out for any vehicle. This does not alter your rights to appeal a notice.

CHANGE OF VEHICLE

If the business parking permit is made out for use in a specific vehicle, it can only be used in a vehicle shown on the permit. If you need to make a change to the vehicle on the permit, you will need to make an application using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. All changes will incur a charge of £20 per change.

If you need to make use of another vehicle temporarily, for example while your usual vehicle is being repaired, please contact The Parking Shop on 020 8547 1333 to discuss suitable arrangements.

REPLACEMENT OF LOST, STOLEN OR DAMAGED PERMITS

If your permit is made out for use in a specific vehicle, a replacement permit will be issued if it has been lost, stolen or damaged. You should apply using our 'Parking Permit Change/Replacement/Refund' form, available from the Parking Shop or for download at www.kingston.gov.uk/parking. The administration cost of a replacement permit is £20.

If your permit is made out for use in any vehicle, we will not replace it in any circumstance and we can accept no responsibility for the permit once it has left our offices.

www.kingston.gov.uk/parking

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.