

Guidance Notes and Application Form for: Business Permits

Please read these notes carefully before completing the application form.

Telephone enquiries: 0300 123 2224

Email: parking@somerset.gov.uk

1 Eligibility and Costs for Business Permits		
1a	What are Business Permits?	<p>Business Permits allow businesses located within Resident Parking Zones to park in these zones. The permit is not valid in Car Parks.</p> <p>Permits are available for each zone. The permit is valid for one specific vehicle at a time, however up to two Vehicle Registration Marks can be shown on the same permit.</p> <p>Business Permits are only valid for use on vehicles which are registered to the business and are needed to carry out a function the business. For example a permit could be used on a florist's delivery van required to make individual deliveries throughout the day. Permits are not valid for vehicles which are parked at the business address all day i.e. staff parking.</p>
1b	Who can apply?	<p>Businesses who need to park in one or more Resident's Parking Zones can apply to Somerset County Council for a Business Permit. The business must be able to provide evidence that they have premises in each of the zones applied for; that the vehicle/s is registered to the business and is also required to carry out the business. Businesses can apply for more than one permit.</p>
1c	How do I apply?	<p>Complete this application form and send it with your cheque and relevant evidence documents. (Proof is required that the business is located in a Resident's Parking Zone, i.e. utility bill, and that the vehicle is used by the business i.e. insurance document or V5. We also require evidence that the vehicle is necessary for the business i.e. covering letter on headed paper)</p>

1d	How long does the process take?	<p>Permits will be posted to you within five working days of receipt of a valid application.</p> <p>You can choose the start date for the permit/s providing it is at least five working days after the date you post the form.</p> <p>Please note that Business Permits and annual renewals must be applied for by post.</p>
1e	How much does it cost?	An annual Business Permit costs £150 per zone.

2. Renewals, Replacements and Change of Details

2a	Renewing your permit	<p>A reminder will be sent to renew your permit four weeks before your permit's expiry date. All permits have to be renewed annually. Permits expire on the date printed on them. You can apply to renew a permit up to one month prior to the expiry date. There is no period of grace between expiry and renewal. For renewals we only require proof of business use provided the vehicle registration mark remains the same. If you change your vehicle or business address you will have to return your permit and apply for a replacement</p>
2b	What happens if I no longer require the permit?	Permits can be returned for a pro-rata refund of any remaining full months.
2c	What happens if I lose the permit?	Please contact us for a replacement permit, a £10 admin fee will be charged for this service.
2b	What happens if I change my vehicle?	Please write to us with a copy of your new V5 document and your current permit and we will issue an updated permit free of charge.



Parking Permits

Application Form for Business Permits

Use this form for an initial application or a renewal of a Business Permit.
Please read the Guidance Notes carefully before completing the Application Form

<p>Your Details</p> <p>Full name: Mr/Mrs/Miss/Ms.....</p> <p>Home Address:.....</p> <p>.....</p> <p>Postcode:.....</p> <p>Business address:.....</p> <p>.....</p> <p>Postcode:.....</p> <p>Tel:Home..... Business:.....</p> <p>Email address.....</p> <p>Type of business:.....</p>	<p>Office Use Only</p> <p>Residency Verified</p> <p><input type="checkbox"/></p>
<p>Vehicle(s) Details:</p> <p>Registration Number(s) 1 <input type="text"/></p> <p>2 <input type="text"/></p> <p>Please note a there is a maximum of two vehicle registration numbers per permit</p>	<p>Ownership Verified</p> <p><input type="checkbox"/></p>
<p>Permit Details</p> <p>Have you had a permit before and wish to renew it? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please give permit number(s):</p> <p><input type="text"/> <input type="text"/></p>	



<p>Business Permit at £150 per zone: How many zones?.....</p> <p>Amount £</p> <p>Requested start date of permit/s.....</p>	<p>Permit availability checked</p> <p><input type="checkbox"/></p>
<p>Payment. Please tick box to confirm your cheque or postal order, made payable to Somerset County Council, is enclosed. <input type="checkbox"/></p> <p>Please do not send any cash by post.</p>	<p>Payment Verified</p> <p><input type="checkbox"/></p>
<p>Declaration. I declare that the business address(s) given is/are within a Resident Parking Zone and the vehicle Registration Marks provided are vehicle/s registered to the business which are necessary to carry out the business.</p> <p>I understand that if the information is not correct, or the conditions of use are contravened, Somerset County Council has the power to withdraw the permit without refund.</p> <p>I understand that a charge of £10 will be made for a replacement permit and if the business ceases to own/use any vehicle for which a permit has been issued; I must return the permit to the address below for an appropriate refund.</p> <p>If we identify that a permit is not being used for its intended purpose, following investigation, Somerset County Council reserve the right to remove and cancel the permit without refund.</p> <p>Signature Date</p> <p>Position in Business.....</p> <p>Contacts Contact: Somerset Parking Partnership Address: Somerset County Council, County Hall, Taunton, TA1 4DY Email: parking@somerset.gov.uk Contact Number: 0300 123 2224 Opening Hours (To speak to an advisor about a penalty notice or a parking permit): Monday to Friday 9am to 5pm, Saturday and Sunday closed.</p> <p>Photocopies of supporting documents are required. <u>PLEASE DO NOT SEND ORIGINAL DOCUMENTS.</u> Permits will be posted to you within five working days of receipt of the permit application and payment.</p>	<p>Declaration Signed</p> <p><input type="checkbox"/></p>