

## Guidance Notes and Application Form for: Loading Permits

Please read these notes carefully before completing the application form.

Telephone enquiries: 0300 123 2224

Email: [parking@somerset.gov.uk](mailto:parking@somerset.gov.uk)

1 Eligibility and Costs for Loading Permits		
1a	What are Loading Permits?	<p>Loading Permits allow 20 minutes of loading anywhere on-street where loading is permitted. (For example on single or double yellow lines, when no loading ban is in place).</p> <p>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>The permit will be issued with a time clock which must be set to the time of arrival.</p> <p>The permit is not valid in Car Parks.</p>
1b	Who can apply?	<p>Businesses who need to park to load or unload in an area where parking is controlled can apply to Somerset County Council for a Loading Permit.</p> <p>Businesses can apply for more than one permit provided the chosen vehicles are registered to the business.</p> <p>Somerset County Council must be satisfied there is a valid reason for the request, there are no reasonable alternatives for parking and it will not cause a safety or traffic issue.</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 permit is for a business, i.e. letter head/compliments slip or utility bill, and proof that the vehicle is used by the business i.e. insurance document or V5.)</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 Loading Permits and annual renewals must be applied for by post.</p>
1e	How much does it cost?	A annual Loading Permit costs £100

## 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. (minimum refund of £10 applies)
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 Loading Permits

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

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



<p>Loading Permits at £100 each:</p> <p>How many? .....</p> <p>Amount enclosed £.....</p> <p>Requested start date of permit/s.....</p>	<p>Permit availability checked</p> <p><input type="checkbox"/></p>
<p><b>Payment.</b></p> <p>Please tick box to confirm your cheque or postal order, made payable to <b>Somerset County Council</b>, 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><b>Declaration.</b></p> <p>I declare that the Vehicle Registration Mark/s given belong to vehicles registered to 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 also understand that a <b>charge of £10</b> will be made for a replacement permit and if you were cease 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><b>Signature</b> ..... <b>Date</b> .....</p> <p><b>Position in Business</b> .....</p> <p><b>Contacts</b>  <b>Contact:</b> Somerset Parking Partnership  <b>Address:</b> Somerset County Council, County Hall, Taunton, TA1 4DY  <b>Email:</b> <a href="mailto:parking@somerset.gov.uk">parking@somerset.gov.uk</a>  <b>Contact Number:</b> 0300 123 2224  <b>Opening Hours</b> (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><b>Photocopies of supporting documents are required.</b>  <b><u>PLEASE DO NOT SEND ORIGINAL DOCUMENTS.</u></b>  <b>Permits will be posted to you within five working days of receipt of the permit application and payment.</b></p>	<p>Declaration Signed</p> <p><input type="checkbox"/></p>