

Traders Permit Application / Renewal Form

***** The Parking Office will close at 13:00 on Tuesdays from the 6th of August 2019***

A - DETAILS OF APPLICANT

First name.....Surname.....

Business Name

Company position.....Telephone.....

Business Address.....

Postcode.....Email.....

How often and what is the vehicle used for?

B - TRADERS PERMIT REQUIRED AND VEHICLE EMISSIONS

You must produce 1 Proof of Trading - Please see section D

Low Emissions - A Petrol (only) vehicle producing 110g/km or less CO2 emissions

3 Months - £100.00 12 Months - £350.00

Normal Emissions - A Petrol or Diesel vehicle producing between 111g/km - 165g/km CO2 emissions
A Diesel vehicle producing up to 165g/km CO2 emissions

3 Months - £200.00 12 Months - £700.00

High Emissions - A Petrol or Diesel vehicle producing 166g/km or more CO2 Emissions

3 Months - £250.00 12 Months - £875.00

C - VEHICLE DETAILS

Registration NumberMake.....Model.....Colour.....

D - PROOF OF TRADING

ONE acceptable proof of trading **MUST** be provided before a permit can be issued. Both physical and digital documents are acceptable. Please tick boxes below to indicate what you are providing. (copies only if applying by post) *****DOCUMENTS MUST BE DATED WITHIN THE LAST 3 MONTHS*****

Business utility Bill	<input type="checkbox"/>	Business Insurance Policy	<input type="checkbox"/>
Business Credit Card Statement	<input type="checkbox"/>	Invoice from another business	<input type="checkbox"/>
Solicitor's Letter	<input type="checkbox"/>	issued to your business	<input type="checkbox"/>
Local Government letter	<input type="checkbox"/>	Insurance policy	<input type="checkbox"/>
Business Bank Statement	<input type="checkbox"/>	Tax Returns	<input type="checkbox"/>
Business Rates (dated for current year)	<input type="checkbox"/>	Central Government Letter	<input type="checkbox"/>

E - DECLARATION

I undertake that if I cease working in the Brighton and Hove area to which the permit relates, or cease to keep and use the vehicle, registration number of which is shown overleaf, I will surrender the Resident's Permit. **I declare that all the information I have given in this application is correct.**

Signature of Applicant **Date** / /

WARNING: Any person knowingly making a false statement for the purposes of obtaining a parking permit is liable to a fine not exceeding Level 5 or to imprisonment for not more than six months or to both a fine and imprisonment.

F - PERMISSION TO COLLECT

Permits will only be given to the named permit holder unless this section is completed in full. I hereby give permission for the following person to pick up the permit on my behalf. On request they will be able to produce identification.

Name of person collecting the permit.....

Signature of Applicant..... **Date** / /

General Data Protection Regulation (GDPR)

The Council is the data controller for purposes of the Data Protection Act 12018 and General Data Protection Regulation and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053**.

Why we are processing your data

- We are collecting your data for the purpose of assessing eligibility for a Parking Permit and it may be used for the purpose of detecting or preventing fraud.
- The data is collected under the lawful bases of performance of a contract and a task in the public interest
- Your data may be shared with NSL as they operate and maintain the permit system and enforce the parking system, Council Tax Department, Corporate Fraud Department and Legal Services Department and may be used in connection with legal proceedings.
- Brighton and Hove City Council is part of a shared services arrangement with East Sussex County Council and Surrey County Council. For the purposes of counter-fraud and or litigation, it is possible that your data will be shared with either of these authorities should they be undertaking work on behalf of this local authority.
- We will hold your data for 2 years after you cease to have a parking permit, except in cases where legal proceedings may require it to be kept longer.

Your information rights

- You have the right to request a copy of the data we hold about you and to seek rectification of any data which is not correct
- To exercise your data protection rights, please contact the Data Protection Team on 01273 295959 or email us at data.protection@brighton-hove.gov.uk
- Brighton and Hove City Council has appointed a Data Protection Officer in conjunction with East Sussex County Council and Surrey County Council. To contact the DPO, use the form at this link: <https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/data-protection-officer-dpo>

**Please return this form together with your payment (no cash with postal applications) to:
Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ
Opening Hours: Mon, Wed, Thu, Fri 9.00 – 16.30 and Tue, Sat 9.00 – 13.00**