

**Business Permit Application Form**

**A - DETAILS OF APPLICANT**

Title: Mr Mrs Ms Miss Dr Other:

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

Business Name ………………………..……………………………………………………………….

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

Business Address……………………………………………………………………………...……….

Postcode…………………………….Email……………………………………………………………

**To satisfy us that you qualify for a business permit you are required to complete the Business Permit Questionnaire at the end of this application form.**

**Please note that Business Permits cannot be issued to ZONES Z or Y and a maximum of 2 Business Permits per business can be applied for.**

**There can be no guarantee that every applicant will be issued with a Permit**

**B - BUSINESS PERMIT REQUIRED AND VEHICLE EMISSIONS**

***Please check your emissions on the DVLA website -*** [***www.vehicleenquiry.service.gov.uk***](http://www.vehicleenquiry.service.gov.uk)

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

**3 Months - £60.00** **12 Months – £225.00**

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**Normal Emissions -** A **Petrol** vehicle producing between 111g/km - 165g/km CO2 emissions

A **Diesel** vehicle producing up to 165g/km CO2 emissions

**3 Months - £120.00** **12 Months – £450.00**

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

**3 Months - £180.00 12 Months - £675.00**

**C - VEHICLE DETAILS**

**Registration Number** ………..…..…..**Make**…….….……….**Model**…….…………**Colour**………...…….

Does the vehicle exceed: 2,540 Kg in weight? or 2.25 metres in height? or 6 metres in length?

YES NO

**D - PROOF OF BUSINESS**

**TWO** acceptable proofs of business **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 Business Insurance Policy**

**Business Credit Card Statement Invoice from another business**

**Solicitor’s Letter issued to your business**

**Local Government letter Insurance policy**

**Business Bank Statement Tax Returns**

**Business Rates (dated for current year) Central Government Letter**

**E - DECLARATION**

I hereby certify that my usual place of business is at the address shown overleaf and that **no off street parking is available or allocated to me at this address for this vehicle**. I understand that I can apply for a maximum of 2 business permits. I undertake that if my business ceases to exist within the area to which the permit relates or I cease to use the vehicle, registration number of which is shown overleaf, I will surrender the Business 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 / /**

**G - BUSINESS PERMIT QUESTIONNAIRE**

**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 I 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](mailto: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

**G – BUSINESS PERMIT QUESTIONNAIRE**

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| **Please answer ALL questions below so that we can assess your application.** |
| Have permits been issued to more than one business operating from the same offices? **YES NO** |
| Is the vehicle used for getting to and from work?  **YES NO** |
| Is the vehicle used for carrying goods from a cash and carry outlet or other store? **YES NO** |
| Is the vehicle used for other loading/unloading activities? **YES NO** |
| Brief description of items involved and frequency: |
|  |
| Is the vehicle used for visiting customers/clients at their homes or businesses? **YES NO** |
| Brief description of reason and frequency: |
|  |
| Is the vehicle used for carrying tools or equipment? **YES NO** |

|  |
| --- |
| Brief description of items carried: |
|  |
| How many off street parking space does your business have? |
| Describe in detail ALL other ways in which the vehicle is used and also demonstrate a genuine need to have your vehicle parked within the Zone your business is located at: |

**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.

|  |  |
| --- | --- |
| Your Name: | Signature: |

**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**

**The Customer Service Centre is currently CLOSED and you cannot attend in person.**