



# New or Repeat Application for Hotel Guest Permits **ZONE N**

## **PART 1: Details of Applicant**

Title: Full Name:.....

Position in the company .....

Business Name .....

(The business must be situated in premises wholly or principally used or adapted for Hotel use, such premises being listed in either a local or central non-domestic rating list. This may include B&B's and excludes Rest/Care Homes.)

Business Address .....

.....Telephone.....

## **PART 2:**

Number of guest rooms.....

The number of Parking Spaces provided off street by the Hotel.....

Number of annual resident permits held by the hotel owner(s).....

## **PART 3:**

Each time you apply for Hotel Guest Permits you are required to submit **one** recent proof of business. Please tick to confirm which proof is enclosed.

- Your Business/non domestic rates bill for this financial year
- A utility bill issued for the present quarter
- Confirmation of your rating by one of the national schemes AA, RAC, Visit England etc. Dated within the last 12 months

## **PART 4: Permit and Payment Details**

Please specify the number of permits required - **£3.50** per Permit  Total cost:.....

I hereby apply for Hotel Guest Permits and enclose payment for which Cash / Cheque / Postal Order (Payable to Brighton & Hove City Council) is tendered.

**Please note: The number of Hotel Guest Permits allowed is calculated as follows: the number of guest rooms minus the number of Parking Spaces provided off street by the Hotel and the number of annual Resident Permits held by the owner plus one and then multiplied by the number of days in any 12 month period from the date of issue of the first hotel permit. One of the Parking information Centres listed below can advise you how many this is.**

## **PART 5: Declaration**

I hereby certify that the information given is correct.

**Signature** ..... **Date** .....

**WARNING:** Any person knowingly making a false statement for the purposes of obtaining Hotel parking Permits 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.

## **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](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>

**The City Council may, by serving notice in writing to the Hotel, withdraw the Hotel Guest Permits if it appears to the City Council that the Hotel has ceased to operate from an address within the areas specified and the Hotel shall surrender the Permit to the City Council within 48 hours of the receipt of the aforementioned notice.**

**If it appears to the City Council that any of the provisions in respect of the issue of Hotel permits are being abused or not being complied with in respect of the use of Hotel Guest Permits, the City Council may, in its absolute discretion, by notice in writing served on the Hotel by sending the same by the recorded delivery service to the Hotel at the address shown by that person on the application for the Hotel Guest Permit, withdraw the Hotel Guest Permits and the Hotel shall surrender the Hotel Guest Permits to the City Council within 48 hours of the receipt of the aforementioned notice.**

*Please return this form together with your payment and your **one** proof of business residency to the Parking Information Centre at; **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***