

BUSINESS PARKING PERMIT

- Maximum of **2** permits per business.
- Annual cost of **£350.00 per permit**.
- Replacement permits – an administrative cost of **£7.50** will be charged (lost, stolen, damaged, undelivered etc) – Penalty Charge Notices will be issued to any vehicle displaying a permit already reported as such. In order to minimise potential fraudulent use of the scheme, limitations on duplicate/replacement requests may apply.
- Available to businesses with a postal address within a designated zone and must be owned, hired or leased to a business, or registered to employees of the business and must comply with the type and sizes as specified below.
- Applications to be made on-line or by completing the application form and posting/emailing as per the details on the form.
- 5 working days (on-line applications) or 14 working days (postal/emailed applications) notice required to process applications.
- Permits cannot be issued if:
 - A vehicle exceeds 1525kg unladen weight or 3500kg gross weight, 5.5 metres in length/2 metres in width.
 - Incomplete documents are received.
 - Maximum number of permits have been issued (e.g. two residents permits already registered at the property).
- **New applications** – proof of business address and vehicle ownership required (Proof of business address – business rates document or if you are not a rated/occupier owner of the premises, a letter from the person verifying your occupancy is required on letter heading and Vehicle Registration Document showing the vehicle registered at the address the permit application is for or an Insurance Certificate/Schedule showing the name and current address (owned, hired or leased to the business). Vehicle Registration Documents are required for ALL employee applications in addition to proof of business address.
- Renewals reminders sent approximately **one** month prior to expiry by EMAIL where possible.
- **Permit renewals** – proof of business address or vehicle ownership not usually required unless application selected at any time for ad hoc checks to confirm eligibility.

- Where multiple business units are housed at the same postal address, the maximum number of permits applies to the property as a whole and will be issued to businesses within the property on a first come first served basis.
- Visitor permits will **NOT** be issued to businesses under any circumstances. Visitors are expected to park legally at all times either in available limited parking bays or outside of the permit zone.
- Northamptonshire County Council may use its discretion if requests for additional parking permits are received and will be assessed on a case-by-case basis and shall take into account the number of employees, off-street parking facilities, the frontage occupied by the business and the available on-street parking space during a typical day.
- Should business permits have an adverse impact upon the availability for residents then Northamptonshire County Council reserves the right to limit the operational hours that a permit can be used, suspend or withdraw the allocation of parking permits to those businesses.
- Business permit holders must NOT park in a permit bay/zone until they have received their new permit and have clearly displayed it in their vehicle.
- Permits must be displayed in the vehicle ensuring all the written details on the permit are **clearly visible** through the windscreen at all times. **Failure to comply may result in a Penalty Charge Notice being issued.**
- Permit holders are reminded to check the signage prior to leaving their vehicle, in particular limited waiting bays.
- VEHICLE SPECIFIC PERMITS – if a staff member leaves the business before the permit expires then the permit must be returned to our offices for cancellation. Failure to comply will result in additional applications being refused as the maximum allowable limit will be exceeded.
- A business run by a resident at their residential address is NOT eligible for business permits in addition to their residents' parking permit.
- It is the permit applicant's responsibility to ensure that their permit is renewed prior to the expiry date printed on the permit. No grace period will be given once the permit has expired and a Penalty Charge Notice may be issued.
- Change of vehicle – proof will be required to show that the applicant is the registered keeper of the vehicle. However, the old permit **must** be returned prior to processing the request together with the administration fee of £7.50. Failure to return the permit will result in the request being treated as a new application, the normal documents will be required and the usual new application fee charged.

- If a card payment is charged back or a cheque dishonoured at any time then the permit becomes invalid from the notification date from the credit/debit card company/ bank and a Penalty Charge Notice may be issued to a vehicle displaying the invalid permit.
- Payments accepted via cheque, postal order (**postal applications**), credit and debit card (**on-line applications**) (Visa, MasterCard, Switch/Maestro and Solo) **Please do NOT send cash.**
- Permits are posted via 2nd class post and applicants are reminded that we no longer offer a front facing service so document drop-off or permit collection etc are regrettably no longer permitted and such applications may be refused unless the correct protocol has been followed.
- The Council reserves the right to check the particulars of any permit application at any time and may withdraw a permit if deemed ineligible.
- **The Council reserves the right to refuse any application or revoke any permit issued if the officer is not satisfied that the applicant is eligible regardless of whether the necessary evidential proof has been provided.**