BUSINESS AND RESIDENT CAR PARK PERMIT APPLICATION FORM

Please return this form signed to:

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

**Post:** Parking Services   
Bath and North East Somerset Council  
P.O Box 5197

Bath  
BA1 0UF

**Fax:** 01225 477130

You will be contacted for payment details once the application has been accepted.

**Please allow 10 working days for a new permit or renewal application to be processed.**

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| --- | --- | --- | --- |
| Applicant Name: | | Click here to enter text. | |
| Business Name (if applicable): | | Click here to enter text. | |
| Full Address: | | Click here to enter text. | |
| Contact Number: | | Click here to enter text. | |
| Email Address: | | Click here to enter text. | |
| Business Rates/Council Tax Number: | | | Click here to enter text. |
| Car Park: Click here to enter text. | | | |
|  | | | |
| I declare that I have read and agree to the attached terms and conditions. | | | |
| Name Printed: | Click here to enter text. | | |
| Signature:\* | Click here to enter text. | | |
| Date: | Click here to enter text. | | |

\*An electronic signature will be accepted for those returning this application by email.

Data Protection: The Council will process any personal information in accordance with the Data Protection Act 1998.  This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For further information, see <http://www.bathnes.gov.uk/services/your-council-and-democracy/data-protection-and-freedom-information/data-protection-act/priv#fraud>

**Terms and Conditions**

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With the exception of reserved car park bays the parking permit does not guarantee a parking space.

Parking is only permitted in a non-restricted bay within the car park for which the permit has been issued.

Where applicable paper permits must be completed in ink or the relevant information scratched off the correct panels; alterations to the details on a paper permit or incorrect usage will automatically render it invalid.

The permit is only valid for the vehicle registration given. If you change your vehicle registration it is your responsibility to update your account details. Alternative parking should be sought until the vehicle registration is changed.

Vehicles must be parked wholly within the bay markings.

Responsibility for renewal of the permit lies with the permit holder. Parking without a valid permit may result in a Penalty Charge Notice being issued.

The Council or Police may temporarily suspend the whole or part of a parking place which will be marked accordingly. Vehicles should not be parked in a suspended parking place without signed authorisation from a Council Official or Police Officer.

The maximum laden weight of a vehicle permitted to park in a parking bay is 2.0 tonnes and the maximum length is 6 meters, with a maximum of 12 passenger seats. Permits can only be used with:

* Passenger vehicles;
* Car derived vans;
* Goods vehicles with a taxation class of PLG.

We will refund any full remaining months if the permit is no longer required and is cancelled, subject to the removal of an administration charge.

Failure to comply with any of the above conditions may result in a Penalty Charge Notice being issued.

The details provided when applying for a permit are subject to verification. Parking Services can request evidence to verify the details provided and will complete regular checks throughout the year. Failure to provide the requested information within 21 days or any evidence of falsified information will lead to cancellation of all parking permits, with no recourse to a refund.

Where a dispute arises as to the eligibility of any applicant for a permit, the decision made by the Head of Parking Service in relation to the issue or subsequent cancelation of that permit, having taken into account all of the evidence available, will be final.

Under Section 115 of the Road Traffic Regulation Act 1984, as defined by the Road Traffic (Permitted Parking Area and Special Parking Area) (District of Bath and North East Somerset) Order 2003, anyone who with the intent to deceive misuses a parking permit in anyway shall be guilty of a Criminal Offence. It shall also be an offence to knowingly make a false statement to obtain a Parking Permit. A Parking Permit does not obviate the requirement to tax and insure a motor vehicle for use on the public highway.

The Council reserves the right to make changes to these Terms and Conditions.

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**Car Park Permits - General Information**

Entitlement depends on the type of car park permit which is required. If the permit is for a pay and display or permit holders only car park anyone can apply for a permit irrespective of where they reside. If the permit is for a residential car park the applicant must reside within close proximity to the car park or in the case of business permit applications the business premises must be in close proximity to the car park. The council will require applicants to provide evidence to verify the particulars supplied on the application form.

Anyone can apply for a car park permit, costs vary depending on the car park and type of permit. With the exception of reserved permits, the permit does not guarantee a parking space.

You can apply for car park permits online at [www.wanttopark.com/bathnes](http://www.wanttopark.com/bathnes)

You can also apply over the telephone by contracting Parking Services on 01225 477133 or in person at the One Stop Shop in Manvers Street, Bath.

**Declaration**

Purchasing a permit for a pay and display or permit holders only car park does not require an individual declaration, applicants will however be required to accept the terms and conditions of the permit.

By purchasing a residents or business only car park permit, you make the following declaration:

Residents:

* I certify that my usual place of abode is at the address given.
* The vehicle assigned to the permit is registered to the address given or an authorised lease / company car assigned to me.
* I agree to surrender the permit if cease to reside within the zone specified.
* If I do not renew my permit before it expires I will lose my space.
* I accept that my permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.

Businesses:

* I certify that my usual place of business is at the address given.
* The permit will only be used by visitors to the business.
* The permit will not be used by staff whose usual place of work is the address given.
* The permit will be surrendered if the business ceases to operate within the zone specified.
* If the permit is not renewed before it expires I will lose the space.
* I accept that the permit(s) will be cancelled without warning if the information provided during this application is found to be untrue.