

WORKSHOP DISPENSATION PERMIT

NOT TO BE USED IN THE CLEAR ZONE
AND RESIDENT PARKING AREAS

Nottingham City Council
Parking Regulation & Compliance
PO Box 10169
Nottingham NG1 9HS
Tel: 0115 876 1966
email: residents.permits@
nottinghamcity.gov.uk

- The person/company requiring the dispensation should complete this application form.
- Please indicate whether **NEW Application** or **Renewal** Permit Number **D I S /**
- There is a charge for each permit required. a) £300 for one year b) £175 for 6 months c) £25 for one day.
- If your permit is lost or stolen there is a charge of £75 for its replacement.
- There is a charge of £25 to change the registration number of your vehicle. Additional registrations cannot be added at this stage.
- Only the original permit must be displayed in the windscreen of the vehicle.
- Permits must NOT be photocopied/reproduced or amended, otherwise a penalty charge notice will be served
- Any permits found to be misused will be revoked and no further permits will be issued to that person/vehicle.

PART I: APPLICANT DETAILS

Full name of applicant

Company name:

Address:

.....

Postcode: Tel No.(Office): Tel No.(Mobile):.....

Email:

PART II: DISPENSATION DETAILS

a) Address of location where dispensation is required (a maximum of three areas can be given on one permit)

b) Please provide details of purpose of dispensation:

PLEASE PROVIDE PROOF OF BUSINESS DATED WITHIN THE LAST 3 MONTHS. IN ADDITION PLEASE SUPPLY PHOTOGRAPHS SHOWING THE VRM AND THE INSIDE OF THE VEHICLE TO SUPPORT YOUR APPLICATION FOR A WORKSHOP DISPENSATION.

c) Period Required: Date from: to:

Hours from: to:



Nottingham
City Council

PART III: VEHICLE DETAILS

A maximum of three vehicles can be displayed on one permit. It is only permitted to be displayed in one vehicle at any one time. A copy of a valid motor insurance certificate(s) must be supplied with your application. **Please note the permit must not be used for convenience parking.**

Make & model Colour Vehicle Reg. No.

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Please indicate if any of the above vehicles are used for personal reasons. YES NO VRMs if appropriate

- a) I certify that the details contained in this application form are correct and I understand that a false statement may render me liable for prosecution.
- b) I understand that if the dispensation is granted, it must be used **only** for the purpose specified on this application. If you are found to be abusing the purpose of the permit, the permit will be revoked and you may face prosecution.
- c) This permit has been issued for work-related use only and can only be used for operational parking near the place of work for up to a maximum of 2 hours.
- c) I understand that Nottingham City Council reserves the right to revoke any permit issued to holders found defacing, photocopying or reproducing this in any way.
- d) I understand that the dispensation will be revoked if the user is abusive to any authorised officers.
- e) I understand that the dispensation (if granted) remains the property of Nottingham City Council and may be cancelled or re-possessed if it is not used for the purpose applied for.
- f) I may be required to provide additional proof to Nottingham City Council, relating to the purpose of this dispensation.
- g) I understand that any permit issued to me is conditional on my informing Nottingham City Council and surrendering the permit in case of:
 - Selling of the property
 - Selling or changing of the vehicle
 - The issue of a duplicate permit

I understand that the information supplied by me on this form will be maintained by the local authority and will not be disclosed to any other party save those who are responsible for the enforcement of parking restrictions, those responsible for discounts for congestion charging or otherwise as the law allows.

The completed and signed application form and payment should be sent to the address overleaf with all required documentation.

Signature Date

WARNING - ANY PERSON KNOWINGLY MAKING A FALSE STATEMENT TO FRAUDULENTLY OBTAIN A PERMIT IS LIABLE TO A FINE NOT EXCEEDING £2,500 (SECTION 115/2 ROAD TRAFFIC REGULATION ACT 1984)

General Data Protection Regulations (EU) (2016/679) and Data Protection Act 2018

The personal information obtained from your application is for the purpose of issuing a Permit. For further information on how we use and share your data please visit www.nottinghamcity.gov.uk/privacy-statement. If you prefer paper, contact the Data Protection Team on 0115 876 3855 and we will post you a copy.

PAYMENT METHODS

CHEQUES/POSTAL ORDERS

Name of person signing the cheque (if provided and signed by someone other than the applicant)

Amount

Cheque/P.O. Number

Please make Cheques/
Postal Orders payable to
'NOTTINGHAM CITY COUNCIL'

**PLEASE NOTE: CASH IS NO
LONGER ACCEPTED AS A
FORM OF PAYMENT**

CARD DETAILS

Only complete the details below if you are making payment by MASTERCARD, MAESTRO OR VISA card

Please debit my Visa / Mastercard /Maestro Card (Delete as appropriate)

Amount:

Security Code:

Card Expiry Date:

Card Issue Number:

Card Number:

Name and address of card-holder, if different from applicant

Signed:

APPLICATIONS MUST BE MADE AT LEAST 3 WORKING DAYS PRIOR TO DISPENSATION REQUIREMENT