

# Application for **BUSINESS PARKING PERMIT CITY ONLY**

Nottingham City Council,  
Processing & Enforcement Services,  
PO Box 10169,  
Nottingham NG1 9HS  
Tel: **(0115) 876 1499 (option 4)**  
Fax: **0115 876 1473**  
Email: **residents.permits@  
nottinghamcity.gov.uk**

- The person who requires the permit should complete this application form.
- A permit is valid for up to one year. There is a charge of £200 for this permit.
- A business visitor permit is valid for up to one year. There is a charge of £225 for this permit.
- 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.
- When changing your vehicle, please return your old permit to the above address, enclosing details of your Insurance Certificate (photocopy).
- **Please note that 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.**

## **PART I: Personal Details**

Surname (Mr, Mrs, Miss, Ms, Dr): .....

Forenames (in full): .....

Business Name: .....

Address: .....

.....  
.....

Postcode: ..... Telephone Number:.....

Have you previously applied for a permit? **Yes**  **No**  **Permit Number**

PLEASE ENCLOSE PROOF OF BUSINESS OPERATING FROM THE ABOVE ADDRESS e.g. photocopy of business rates or utility bill which must include the business name and address printed on them dated within the last 3 months

Please note: all documents are destroyed once permit is processed. DO NOT SEND ORIGINAL DOCUMENTATION.

## PART II: PERMIT DETAILS

### PERMIT ONE: BUSINESS PERMIT

- a) Vehicle Registration number: .....
- b) Make: ..... Model: .....
- c) Is the vehicle adapted to carry more than 12 passengers. Yes  No
- d) What is the unladen weight (goods vehicle only)? .....
- e) Is the vehicle kept and used by you on a regular basis? Yes  No
- If NO, who uses the vehicle for the rest of the time and at what address?
- .....

**f) A photocopy of the current certificate of motor insurance is required before a permit can be issued.**

### PERMIT TWO: VISITOR PERMIT

- a) Do you require a permit for visitors? Yes  No

Please note that a visitor permit **MUST** not be used for convenience parking i.e. as an additional business permit.

**THE ABOVE INFORMATION WILL BE STRICTLY CONFIDENTIAL AND WILL NOT BE USED FOR ANY OTHER PURPOSE OTHER THAN FOR THE ISSUE OF A PERMIT.**

## PART III: DECLARATION BY APPLICANT

- a) I certify that I work at the declared address, and wish to apply for a business parking permit for the vehicle specified.
- b) I understand that any permit issued to me is conditional on my informing Nottingham City Council and surrendering the permit in case of:
- 1) Moving from the declared address
  - 2) Selling or changing vehicle
  - 3) Adaption of the vehicle or change in its use, so that the details given in Part II of the application are no longer correct
  - 4) The issue of a duplicate permit
- c) **I understand that the permit must NOT be photocopied/reproduced or amended, otherwise the permit will be revoked and no further permits will be issued**
- d) I declare that all the information given in the application is correct and I understand that a false statement may render me liable for prosecution.

The completed application form and payment should be sent to the address overleaf, together with all required documents.

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)**  
**DATA PROTECTION ACT 1988**

### 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, SOLO, VISA, SWITCH OR DELTA card

Please debit my Visa / Mastercard / Switch / Delta / Maestro / Solo 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: