



# Business Permit Application Form

Current from 6 August 2015



Elmbridge Borough Council manages on-street parking places, zones and restrictions on behalf of Surrey County Council. Permits are administered in accordance with the rules laid down in Traffic Regulation Orders made by Surrey County Council

### Permit Application Details

Business Scheme	1 <sup>st</sup> Permit £350	2 <sup>nd</sup> Permit £350
	✓ tick as appropriate	
Esher Green Controlled Parking Zone		
East Molesey Business Area (Area G) (Feltham Avenue, Riverbank, Hurst Road)		
East Molesey Controlled Parking Zone (Bridge Road, Ash Island, Creek Road, Hampton Court Parade)		

### Permit Type

<input checked="" type="checkbox"/> tick permit type	<input type="checkbox"/> 1 <sup>st</sup> Application	<input type="checkbox"/> replacement	<input type="checkbox"/> renewal
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Vehicle Registration		Current/Previous permit number							
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I would like my permit to start on:	dd		mm		yy		
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### Personal Details

Title		Forename		Surname	
Business Name					
Address					
Postcode		Daytime ☎		Mobile ☎	

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**Proof of Business: please supply your Business Rates Number**

8 Digit Business Rates Number

**Agreement**

I have read and accept the terms and conditions and I confirm that I am business entitled to hold a permit for the Controlled Parking Zone or Parking Area.

Signed

Dated

We will process your application as quickly as possible and you should receive your permit within a few days but at busy times it can take up to two weeks. We do not issue permits to personal callers at the Civic Centre "while you wait".

**Please return your application and payment to:**

Customer Services  
Elmbridge Borough Council  
Civic Centre  
High Street  
Esher  
KT10 9SD

**For more information contact:**

Customer Services  
☎ 01372 474717  
✉ [contactus@elmbridge.gov.uk](mailto:contactus@elmbridge.gov.uk)  
🌐 [www.elmbridge.gov.uk/parking](http://www.elmbridge.gov.uk/parking)

The Council has a duty to protect the public funds it administers. In order to do so we may use the information you have provided, or we may share the information with other agencies or organisations, for the prevention and detection of fraud. For further information, see [www.elmbridge.gov.uk/nfi](http://www.elmbridge.gov.uk/nfi) or contact the Internal Audit Manager on 01372 474106 or [internalaudit@elmbridge.gov.uk](mailto:internalaudit@elmbridge.gov.uk)

**Office use only -  tick as appropriate**

Proof of residence  Proof of VRM\*  \* not required if already supplied

Method of payment: Card  Other  \_\_\_\_\_ (specify)

Receipt Number

Notes:

These Terms and Conditions provide information and guidance on business permits and Controlled Parking Zones (CPZs) and Parking Places. **For further information and any enquiries please contact Customer Services**

☎ 01372 474474

✉ [contactus@elmbridge.gov.uk](mailto:contactus@elmbridge.gov.uk)

🌐 [www.elmbridge.gov.uk/parking](http://www.elmbridge.gov.uk/parking)

1. Permits can only be issued for a vehicle used for a business entitled to hold the permit under the rules governing the operation of the CPZ or Parking Place.
2. Businesses in the East Molesey Controlled Parking Zone may only park in appropriately marked bays in Bridge Road, Creek Road and Hampton Court Parade only.
3. Businesses in Feltham Avenue, Riverbank and Hurst Road in East Molesey can only park with a permit in the area signposted Area G.
4. Elmbridge Borough Council reserves the right to issue a permit at its discretion. An application and the receipt of payment for a permit will be treated as an offer and will not constitute a legally binding contract in respect of the issue of a permit.
5. A permit remains the property of the Council. We reserve the right to cancel and withdraw a permit at any time subject to published terms and conditions of use.
6. The permit must be returned to us if you move away.
7. If this is your first application we need information to confirm your eligibility. Please provide your **Business Rates Number**.
8. The number of permits that can be issued to a business may be limited. Please check with us if you already have one permit or if you have off street parking at your address.
9. Only cars, motorcycles and small commercial vehicles can have a permit.
10. Permits that are not used properly, have been altered, defaced or obtained falsely are invalid. Their use may result in the issue of a penalty charge notice and, if they are obtained or used dishonestly, it may lead to a criminal prosecution.
11. A permit does not guarantee a parking space and it does not allow the holder to park on yellow lines.
12. The permit must be displayed inside the windscreen so that the information on the ticket face can be read from outside. If a valid permit is not displayed the vehicle should not be parked in the scheme during the controlled hours.
13. We normally send out reminders when a permit is about to run out. However it remains the responsibility of the driver to make sure they have a valid permit displayed on their vehicle.
14. We will issue a new permit for a change of vehicle free of charge, or when a lost, stolen or damaged permit is replaced.
15. Permit charges are reviewed each year, please check the current rate before applying.
16. All drivers need to follow the rules governing the operation of the Controlled Parking Zone (CPZ) or Parking Places. Regular enforcement patrols help to ensure the CPZ or Parking Place works properly, if a vehicle is parked incorrectly or we cannot verify its entitlement to park, a penalty can be issued.
17. Visitor Permits cannot be issued to businesses.
18. Waiver certificates (dispensations) are available to allow contractors to park when they are working on a property.

Customer Services, Civic Centre, High Street, Esher, Surrey, KT10 9SD

☎ 01372 474474

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