

# Business Parking Permit

## Application Form



Falkirk Council

Falkirk Council  
Abbotsford House  
Davids Loan, Falkirk  
FK2 7YZ

Phone: 01324 504950  
Fax: 01324 504843  
www.falkirk.gov.uk

Falkirk Council 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.

Complete all sections of this application form in **BLOCK CAPITALS**, using black ink. To ensure you receive your permit promptly, please enclose or attach all the correct documentation.

**PLEASE NOTE APPLICATION SHOULD BE MADE AT LEAST 7 WORKING DAYS BEFORE THE PERMIT IS REQUIRED.**

BEFORE COMPLETING THIS FORM, PLEASE READ THE "NOTES FOR APPLICANTS AND CONDITIONS OF USE"

All data collected on this form will be managed in accordance with the General Data Protection Regulations. You can find our Privacy Notice regarding the information in this form on our website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk)

### Part 1 - Your Details

Name:

Address:

Postcode:

Position held in business:

Telephone:

### Part 2 - Your Business Details

Business Name:

Business Address:

Postcode:

Telephone:

Email Address:

### Part 3 - Particulars of your vehicle (NB: Only ONE permit may be granted per business for a specific vehicle. The vehicle registration mark will be shown on the permit)

Registration Number:

Vehicle Colour:

Vehicle Make:

Vehicle Model:

I confirm that the above vehicle is neither an HGV nor over 7'6" (2.3m) in height

#### Part 4 - Payment and Location

Are you applying for a: New Business Parking Permit (£332 fee applicable)  Replacement Business Parking Permit (the original having been lost or destroyed - £10 fee applicable)

NOTE: Payment will be required after your application has been approved

Please indicate the location you wish to apply for (mark **one**)

MacFarlane Crescent  Melville Street  Pleasance  Cochrane Street  Oswald Street

East Bridge Street  Park Street  Kemper Avenue  Burnhead Lane  Vicar Street

West Bridge Street  Comely Place

#### Part 5 - Enclosed Documents (Please refer to notes 2 & 3 of the 'Notes for Applicants and Conditions for Use' when completing)

I have enclosed the following documents with my application:

##### Property Documents

Tenancy Agreement

Bank/Credit Card Statement

Non-Domestic Rates Bill

Utility Bill

##### Vehicle Documents

Motor Insurance Certificate

Vehicle Registration Document (V5 Log Book)

The Company Group Policy Insurance Certificate

Contract Hire/Lease Agreement if Vehicle is Hired or Leased

Other Document  Please specify

#### Part 6 - Declaration (To be completed by Applicant)

I have read and understood the 'Notes for Applicants and Conditions of Use' and agree to comply with these and understand that non-compliance may lead to the permit being withdrawn.

**Signed:**

**Date:**

#### FOR OFFICIAL USE ONLY

**Permit Number:**

**Expiry Date:**

**Issued By:**

**Date:**



# FALKIRK COUNCIL

## Permit Holders Parking Scheme Applications for a Business On-Street Parking Permit Notes for Applicants and Conditions for Use (To be retained by Applicant for future reference)

### 1. GENERAL INFORMATION

One Business Parking Permit may be issued per **business**.

Vehicles considered for a Business On-Street Parking Permit are either:

- a passenger vehicle or lights good vehicle weighing less than 3.5t constructed or adapted solely for carrying no more than 12 passengers (excluding the driver), and their effects and not drawing a trailer,

OR

- a vehicle not exceeding 2.3 metres (7' 6") in height and not drawing a trailer.

The applicant should note that Permit Holders Parking Spaces are only reserved for that purpose between 8.45am to 5.30pm, Monday to Saturday. A space is not guaranteed to be available.

**It is an offence to park in a permit holders bay without displaying a valid business permit even if an application has been posted and/or deposited at the Roads Administration Office by hand.**

### 2. DEFINITION OF "BUSINESS" AND PROOF OF BUSINESS ADDRESS TO BE SUPPLIED

To qualify for a business on-street parking permit, the address you have supplied in Section 2 must be within the Controlled Parking Zone (CPZ) and the business must have paid the applicable business improvement district (BID) levy. **You must produce one of the following proofs of business address, all dated within the last 3 months:**

Utility Bill, bank or credit card statement, non-domestic rates bill, tenancy agreement issued by a solicitor or leasing agent on headed paper.

A permit will not be issued until proof of address has been confirmed. If you do not have any of the above documents, you should contact the Roads Administration office **before** submitting your application.

### 3. DOCUMENTS REQUIRED FOR YOUR VEHICLE

- If the vehicle is owned by the applicant or business, you must produce the original vehicle registration document (V5C logbook) and either:
  - certificate of insurance showing vehicle is insured for business use, or
  - the company's group policy insurance certificate.

OR

- If your vehicle is leased or hired, a copy of the lease or contract hire agreement showing the applicants name or the name of the business and the vehicle registration number.

**N.B.** When the Vehicle Registration Document can't be produced at the time of application, we may grant a **temporary** permit. If the Vehicle Registration Document (V5C Logbook) is not available (e.g. in the case of a recent change of vehicle ownership), a garage bill of sale/invoice and an insurance cover note, specifying the vehicle registration number and your name or that of your company, is acceptable. Until the vehicle registration document can be produced, any subsequent application for a business parking permit will not be processed.

#### **4. LOST OR DAMAGED PERMIT**

If the permit is damaged such that any details are illegible, the holder must surrender it to the Roads Administration Office for a replacement at a current cost of £10. If you lose your permit you may apply for a replacement permit at a current charge of £10.

#### **5. CHANGE OF ADDRESS/VEHICLE**

Report all changes of address or vehicle to the Roads Administration Office as soon as possible with verification of your new address and vehicle. If you need to change the permit it must be returned before a new one can be processed.

#### **6. DISPLAYING YOUR PERMIT**

You must display your valid permit clearly on top of the dashboard on the passenger's side of the vehicle, showing the registration number of the vehicle. The permit is invalid if the registration number shown on the permit does not correspond with that of the vehicle in which it is displayed.

#### **7. VOLUNTARY SURRENDER OF PERMIT**

A permit holder may surrender their permit to the Council at any time. You will receive a refund for each complete calendar month which remains unexpired, less 10% for administration charges.

#### **8. OTHER REASONS FOR SURRENDER OF PERMIT**

Permit holders are required to surrender their permit to the Council in the following circumstances:

- If the permit ceases to be valid;
- If a replacement permit is issued by the Council;
- If requested in writing by the Council.

#### **9. OTHER NOTES**

You will be notified in writing when your application has been approved. Payment will be required before the business parking permit will be issued.

Send completed applications to:

Roads Administration  
Development Services  
Falkirk Council  
Abbotsford House  
Davids Loan  
Falkirk  
FK2 7YZ

Telephone: 01324 504975

Hours: 9.00am to 5.00pm Monday to Friday