



London Borough of Lambeth's Parking Services
 Application for Business, Doctor, Teacher, Market Trader and Traders parking permits

Before submitting this application please ensure you comply with the criteria laid out below. Postal applications should be made at least a week in advance of the start date of the permit. Postal applications should include photocopies of all relevant documents. We cannot accept any liability for any documents lost in the post. When completing this form please use **BLOCK LETTERS** and black ink. You must also sign the declaration overleaf.

Permit applications for **Doctor, Teacher and Market Traders within Lower Marsh** will need to refer to the sections shown on page 2.

All applicants must **complete sections 1 to 5** and **sign the declaration** on page 3.
 Depending on the permit you must also **complete the relevant section on page 2.**

1 Name of applicant

Title Mr Mrs Ms Miss Other (please state)
 First Name Surname

2 Name of business/organisation

Address.....

Postcode
 Contact Name.....Tel No: Ext

3 Vehicle details

Car Van Motorcycle

Make Model
 Colour Registration

For the description of permitted vehicles please refer to section 6 in our terms and conditions on page 4

4 Permit details

First application <input type="checkbox"/>	Replacement <input type="checkbox"/>
Renewal <input type="checkbox"/>	Start date
Business <input type="checkbox"/>	Doctor <input type="checkbox"/>
Teacher <input type="checkbox"/>	Market traders <input type="checkbox"/>
Traders <input type="checkbox"/>	Quantity of permits

5 Payment method

Please note we cannot accept credit/debit card payments by post, only cheques or postal orders

Amount £ Postal Order £ Credit/Debit Card £
 Cash £ Cheque £ Cheque No

A cheque guarantee card should accompany all personal cheques when payment is made in person. If paying by cheque please make the cheque payable to **London Borough of Lambeth**

6 Business parking permits

Section A

All applications **must** be accompanied by **proof of business address**:
Please provide the following:

Copy of NNDR (Business rates)

Typed letter signed by the Company Secretary (or similar company official) on letterhead

Section B

All applications **must** be accompanied by **proof of vehicle business use**
Please provide **one** of the following:

Inland Revenue Mileage Tax Document

Valid certificate of insurance to prove business use of vehicle

7 Doctors parking permits

Section A

All applications **must** be accompanied by **proof of surgery address**
Please provide the following:

A typed letter from the Practice on letterhead to confirm permission to use the bay
assigned to the surgery address:

Section B

All applications **must** be accompanied by **proof of vehicle business use**
Please provide the following:

Valid certificate of insurance to prove business use of vehicle

8 Teachers parking permits

Section A

All applications **must** be accompanied by **proof of school address**
Please provide the following:

A typed letter signed by the Head Teacher, or similar School official, on letterhead to
identify and confirm the applicant as a staff member

Section B

All applications **must** be accompanied by **proof of vehicle business use**
Please provide the following:

Vehicle certificate of insurance

9 Market traders (Lower Marsh)

Because of the special parking bays provided for all traders within the Lower Marsh Trading
Area, the requirements for permit application can be simplified as follows:

For stall holders: Applications will need to supply:

A copy of the Valid Market Traders Licence

Valid certificate of insurance to prove business use of vehicle

For shop keepers: Applications will need to comply with SECTION 6 above.
Parking Permits for Lower Marsh are arranged for two types of bay, designated TX and TY.

10 Trader permits ("scratch cards")

Please provide **one** of the following documents:

Work order

Quote on letterhead

11 Other permits available: Resident, Motorcycle and Visitor

If you require a permit for any of the above, you can request the appropriate application form from any of the offices stated.

Brixton Customer Centre

Olive Morris House
18 Brixton Hill
London
SW2 1RL

Gracefield Gardens

Customer Centre
2-8 Gracefield Gardens
Streatham
London
SW16 2ST

If you have any further queries and for information on opening hours please look at our website www.lambeth.gov.uk/parking or contact us on **020 7926 9000**

12 Declaration - this must be signed by all applicants

Warning – Please read the following declaration very carefully

I. I confirm that the Lambeth address shown on this form is my place of business and that the motor vehicle bearing the registration given in this form is kept and used by me. If I cease to work in the London Borough of Lambeth or cease to keep and use the vehicle nominated I will return the permit forthwith.

II. I understand that the parking permit remains the property of the London Borough of Lambeth and undertake to surrender it in the event of a material change in my circumstances (i.e. change of vehicle or address and in any event within 48 hours of the request of the Authorised Officer, or nominated agent employed by the London Borough of Lambeth).

III. I understand and accept that the London Borough of Lambeth may request my permission to verify my place of business or vehicle at any time before or after issue of a permit, and that, should I refuse permission, it is likely that the permit will not be granted or will be withdrawn.

IV. I understand that the London Borough of Lambeth may use the personal information I have given to issue a parking Permit. This information may be disclosed to the DVLA. This information may also be passed to relevant enforcement bodies for the prevention or detection of fraud. All processing of this data will be in accordance with the Data Protection Act 1998.

V. I understand that if I, with intent to deceive, use, lend to, or allow the permit to be used by another person, it may lead to prosecution and a fine of up to £5,000 and/or up to two years imprisonment.

VI. I confirm that I have read the Conditions of Use and will abide by the terms and conditions therein.

VII. The information in this application form is true and accurate. I understand that if I knowingly make a false statement in order to obtain a parking permit for myself or for another person, it may lead to prosecution and a fine of up to £2,500.

Signature of Applicant Date.....

Name (Block capitals)

Job Title (Block capitals)

Terms and conditions for parking permits

1. Business parking permit eligibility

Applicants for the business permits must have businesses in the area for which the permit is valid. The vehicle must be used in the pursuit of the sale of goods or business on behalf of the business. You must provide a current copy of your NNDR (Business rates) as well as one of the following.

- Inland Revenue Mileage Tax Document

or

- Valid certificate of insurance to prove business use of vehicle

2. Doctors parking permit eligibility

Applicants for a Doctor's parking permit must already have a Doctor's parking bay assigned to the surgery before applying for a Doctor's parking permit. Applications must be accompanied by the following documents.

- A typed letter from the Practice on letterhead to confirm permission to use the bay assigned to the surgery address

and

- Valid certificate of insurance stating the vehicle is for business use

3. Teachers parking permit eligibility

Applications for Teachers parking permits must be accompanied by the following documentation.

- A typed letter on letterhead, signed by the Head Teacher or other School official confirming the applicant is a member of staff

and

- Valid certificate of insurance

4. Market Traders parking permit eligibility

Applications for Market Traders parking permits in Lower Marsh must be accompanied by the following documentation.

Either

- A valid market traders licence

or

- A copy of NNDR (Business rates)

And one of the following

- Inland Revenue Mileage Tax Document
- Valid certificate of insurance stating the vehicle is for business use

5. Traders parking permit eligibility

Applications for Traders permits must be accompanied by either a work order or a quote for work on company headed paper. Residents and Traders can purchase Trader permits, this is a one day permit which allows a trader to park in any resident or resident shared use bay in the zone indicated on the front of the permit.

6. Vehicle conditions

Vehicles for which permits are to be issued must be passenger vehicles of eight seats or less, or goods carrying vehicles, motorcycles or invalid carriages of such a size as to allow them to be parked wholly within the markings of a bay. Vehicles are to be no more than 2.29m (7' 6") in height, or 5.48 (18ft) in length or 1.8m (6ft) in width.

It is also important that any vehicle parked in a designated bay is done so wholly within the markings of the bay, failure to do so may result in the issuing of a Penalty Charge Notice (PCN).

7. Permit conditions

The permit allows holders to park in resident bays (for residents), business bays (for businesses) and shared user bays (resident and business, resident and pay and display or business and pay and display) for residents or business, as applicable, during the hours in which parking restrictions are in force free of additional charge. The permit is only valid for the bays within the zone for which they were issued. The permit will display the Zone letter, followed by the letter "B" for business permits or "R" for residents permits.

There is no upward limit to the number of permits that can be applied for provided the criteria can be met for each application. The permit must be displayed clearly on the near side of the windscreen of the vehicle at all times. Failure to display the permit may lead to the issue of a Penalty Charge Notice (PCN).

The permit is only valid for the vehicle to which it was issued and in the zone for which the permit is valid. Being in possession of a valid permit does not guarantee the availability of a parking space. The permit remains the property of the Council and must be returned upon request.

8. Change of vehicle

If you change your vehicle you must apply for a change of permit immediately. You cannot use your existing permit for a different vehicle as the registration number on the vehicle will not match the vehicle and a Penalty Charge Notice could be issued to the vehicle.

9. Replacement permits

Replacement permits will be issued where permits have been lost, stolen or damaged. The existing permit will be made invalid upon issue of the replacement. Permit holders are obliged to return the original permit if it is recovered. The fee for replacements is £7.00.

10. Suspended bays

From time to time it will be necessary to suspend a parking bay, this is usually due to such things as Gas, Water or Electricity works being undertaken. During the period for which the bay is suspended parking is not permitted in the bay. Even if a valid permit is displayed a PCN will still be issued to vehicles parked in bays that have been suspended. It is the permit holders responsibility to ensure that the bay in which their vehicle is parked is not suspended at anytime during which their vehicle is in that parking place.

11. Refunds

Refunds will be given at a pro rata rate per full valid month remaining minus a £7.00 administration fee for resident permits and business permits.

Refunds cannot be given on Replacement Permits.