



HILLINGDON
LONDON

Trader's Parking Permit

Guidance Notes

The purpose of the Trader's Permit is to enable a vehicle, which is essential for the operation of a business to use the Council's surface car parks (except Oaklands Gate, Falling Lane, Kingsend North and South and Rockingham Rec and not Uxbridge Town Centre multi-storey car parks).

Please read these guidance notes before you fill in the Trader's Parking Permit application form.

Note A – Completing The Application Form

1. Please fill in Parts 1 to 4 of the Traders Permit Application Form.
2. The expiry date of Traders Permits will be shown on the Permits.
The responsibility for renewal rests with the applicant.

Note B – Entitlement to A Traders Permit

A business is entitled to purchase one permit (or more, if the conditions of the particular scheme allow) if: - (Please tick relevant box)

- The permit is essential for the operation of the business.
- The vehicle must be owned, hired or leased by either the business or an employee, and can be either;
- A passenger vehicle, constructed or adapted for the carriage of not more than twelve passengers (excluding the driver)(the overall height of which does not exceed 1.9 metres);
- A goods carrying vehicle (the overall height of which does not exceed 1.9 metres and the overall length of which does not exceed 5.3 metres);
- An invalid carriage (the overall height of which does not exceed 1.9 metres).

Permits will be issued for 3 months.

Note C – How to apply for Permits

You are requested to submit your application as soon as possible as all permits must be obtained before the expiry date of existing permits.

Vehicles parked in designated parking places within surface car parks not displaying a valid Traders Permit or parking ticket are liable to be issued with a Penalty Charge Notice (PCN). PCN's issued before you receive your permit will not normally be cancelled.

Please allow up to 14 days for your application to be processed.

Please post the completed form to: London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex UB8 1UW

Or email - parkingpermits@hillington.gov.uk

Note D – Proof of Address

You must include proof of address with your application form. If you do not enclose all the relevant documents your application may be delayed and you will be unable to use the car parks until your permit is issued.

Proof of address (One of the following documents will be accepted)

- A copy of Hillingdon Council's Non-Domestic Rate Demand.
- An official lease agreement in the business name.
- A recent utility bill in the business name.

The document must show the name and address from which you are applying for a permit.

Original documents will be returned to you with your permit, but the Council is unable to accept responsibility for any documents sent through the post. Photocopies of documents are normally acceptable.

You are advised to use recorded delivery if sending original documents.
The Council reserves the right to view original documents.
The Council has the right to reject any application.

Note E – Cost of Permit

You must also enclose with your application form payment to cover the cost of a Traders Permit. The cost is indicated on the application form. Cheques or Postal Orders should be crossed and made payable to "London Borough of Hillingdon."

The Council has decided initially to allow one permit per business occupier and may only be used in connection with that specific business.

Before you submit your application please Tick to confirm that you have enclosed the following:

- **The completed Application Form**
- **Proof of Address**
- **Statement of need of use of a vehicle**
- **Payment**

If you need help please contact The Permit Department, Parking Services on 01895-250633

The London Borough of Hillingdon (LBH) is the data controller in regards to any personal data you submit using this form. LBH processes personal data in line with its obligations under data protection legislation. For more information on how LBH will process your personal data please visit www.hillingdon.gov.uk/privacy



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Traders Permit Application Form

Please read the Guidance Notes before completing this form

Please complete Parts 1 to 4 of this form, **In Block Letters and in ink**

Part 1 – Your Business Details

Business Name.....

Contact Name.....

Address.....

.....

.....

Postcode

Daytime Telephone No.....

Part 2 – Documents to be included

The council reserves the right to view original documents.
(Please tick the box below to show the document you have included)

Proof of business address:

Please include a copy of **One** of the following:

- A Hillingdon Council National Non-Domestic Rate Demand.
- An official Lease Agreement in the business's name.
- A recent utility bill or bank statement in the business's name.

Part 3 – Statement of Need for use of a vehicle

Please include a statement on your headed paper stating why the vehicle is essential for the operation of the business.

Part 4 – Declaration to be completed by all applicants

I hereby certify that:

- The address shown in Part 1 is my usual place of business.
- All the information I have given in this application is correct.
- The vehicles that the Permit may be used on are
- not over 1.9m in height or 5.3m in length.
- I shall be responsible for all costs and misuse of the permit.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- The business ceasing to trade at the address for which the permit has been issued.
- The Council withdrawing the permit or if it ceases to be valid for any other reason.

Signature.....Date.....

Position held in the Business.....

Part 5 – Charges

Permits will be issued for 3 months at the current cost of £120.

Please note:

Before you submit your application please tick that you have enclosed the following items:

- The completed Application Form
- Proof of Address
- Statement of need for use of a vehicle
- Payment

Please allow up to 14 days for your application to be processed.

London Borough of Hillingdon
Parking Services
Civic Centre
High Street Uxbridge
Middlesex UB8 1UW

For application enquiries please contact Parking Services at the above address or telephone **01895- 250633.**