

**Middlesbrough Council, Parking Services (July 2013)**  
**RESIDENTS PARKING SCHEME – BUSINESS PARKING PERMIT APPLICATION FORM**



**SECTION 1. PARTICULARS OF APPLICANT TO BE COMPLETED IN BLOCK CAPITALS**

- a. Applicants Surname Mr/Mrs/Miss/Ms (delete as applicable).....
- b. Forenames (in full).....
- c. Home Address.....Post Code.....
- d. Daytime Telephone No.....**Name Of Business** .....
- e. **Address of Business**.....**Post Code**.....
- f. Why is it necessary to park the vehicle near the business address.....  
 .....
- g. Do you have any off street parking facilities for/at the business address? **Yes / No** (delete as applicable)

**SECTION 2. PARTICULARS OF VEHICLE(S) OWNED OR KEPT AND USED BY APPLICANT**

Please note a maximum of **two** permits per business are allowed, up to three vehicle registrations are allowed per permit, complete an additional application form if necessary.

	Registration Mark(s)	Make	Model	Colour
Vehicle 1				
Vehicle 2				
Vehicle 3				

- Are you the registered keeper of vehicle 1. **Yes / No**
- Are you the registered keeper of vehicle 2. **Yes / No**
- Are you the registered keeper of vehicle 3. **Yes / No**

**Delete as applicable**  
 If you have answered **Yes**, to all. Go to **SECTION 5** overleaf; If you have answered **No** to any complete the corresponding part in **SECTION 3** below

**SECTION 3. REGISTERED KEEPER DETAILS**

**Vehicle 1**

Name of Registered Keeper .....

Address of Registered Keeper .....

**Vehicle 2**

Name of Registered Keeper .....

Address of Registered Keeper .....

**Vehicle 3**

Name of Registered Keeper .....

Address of Registered Keeper .....

**NOW COMPLETE SECTION 5 OVERLEAF**

**SECTION 4. For Official Use Only**

**CHANGE OF VEHICLE** (please strike through details in section 2 of any vehicles for which a permit is no longer required)

Registration Mark	Make	Model	Colour	Permit No.	Date Issued	Issued By

**SECTION 5.**

**DECLARATION BY APPLICANT**

- a) I hereby certify that my usual place of abode is at the address shown on (c) overleaf.
- b) I undertake that, if I cease to visit the business within the zone or if the business moves away or I cease to keep and use the vehicle the registration number of which is shown (section 2/4) overleaf, **I WILL SURRENDER MY BUSINESS PARKING PERMIT** to Middlesbrough Council.
- c) I declare that all the information I have given in this application is correct.

Applicants Signature.....

Date.....

**THE COUNCIL WILL REQUIRE AN APPLICANT TO PRODUCE THE VEHICLE REGISTRATION DOCUMENT AND EVIDENCE (LESS THAN 3 MONTHS OLD) THAT THE BUSINESS TO BE VISITED IS LOCATED AT THE ADDRESS SHOWN IN SECTION E OVERLEAF. IF THE REGISTRATION DOCUMENT (S) IS NOT IN THE APPLICANTS NAME THEN AN INSURANCE DOCUMENT (S) SHOWING THE APPLICANT IS INSURED TO DRIVE THE VEHICLE SHOULD BE PRODUCED.**

Unless satisfactory evidence is provided, no permit will be issued.

**Vehicles parking without displaying a valid permit may be issued with a Penalty Charge Notice.**

If despite producing all the evidence requested, an applicant is refused a permit, then the aggrieved person may write to Parking Services at the address below. The applicant should state the reason given for the refusal and why it should not apply in the particular case.

When completed this form together with the appropriate documents should be returned to the address below, no later than 14 days before the date from which the permit is required. **For Personal Callers the Office hours are 8.30am to 4.30pm Monday, Tuesday and Thursday, 12:30pm to 4.30pm Wednesday and 8:30am to 4pm Friday (excluding bank holidays).**

Business parking permits will be issued at the absolute discretion of Middlesbrough Council. **Vehicles are not allowed to be parked in the residents parking scheme until the permit is received and if do so may receive a Penalty Charge Notice.** Permits will automatically be reissued each year prior to the expiry date unless we are informed otherwise or you are requested to reapply.

Middlesbrough Council is under a duty to protect the public funds it administers and may use the information you have provided 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. For further information, see the National Fraud Initiative Privacy Notice available on the Councils website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

**Office Address**  
**Parking Services**  
**Middlesbrough House**  
**50 Corporation Road**  
**Middlesbrough**  
**TS1 2YQ**

**Tel 01642 726003**  
**Fax 01642 726330**

**For Official Use Only**

Zone	Application No		Permit Nos.	
Application Received				
Permit Issued				
Valid Until				
Documents Seen				
Issued By				

Comments	Permit Yes/No	Date	Initial