

## BUSINESS PARKING PERMIT APPLICATION FORM

NEW APPLICATION

☐

RENEWAL APPLICATION

☐

### APPLICANT DETAILS

Title ..... Forename.....

Surname .....

Company name.....

Full address: .....

.....

Postcode.....

Telephone No:..... (Mobile) .....

(Fax )..... Email.....

### 1. VEHICLE DETAILS

| Vehicle Registration | Make | Model | Colour |
|----------------------|------|-------|--------|
|                      |      |       |        |

(Maximum of two registrations per permit)

### 2. PARTICULARS OF NEED FOR FIRST REGISTRATION NUMBER ON PERMIT

(See Notes 1 and 2 overleaf)

Type of goods/equipment carried.....

What are the purposes of the journeys.....

.....

### 3.DECLARATION

*I fully understand the requirements for business permit and have read the Business Permit – Notes for Guidance.*

*I can confirm, to the best of my knowledge, all the details on this Business Permit Application Form are correct.*

Applicant's Signature.....Date.....

Print Name.....

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. It might also share the information with other bodies responsible for auditing administering public funds for these purposes. For further information see the Data Protection Page on [www.stalbans.gov.uk](http://www.stalbans.gov.uk)

## BUSINESS PERMIT–NOTES FOR GUIDANCE

### 1. GENERAL INFORMATION

**There is a limited number of Business Permits available within each of St Albans Controlled Parking Zone (CPZ) schemes. \***

The purpose of the Business Permits is to provide help to small and medium enterprises within the City & District of St Albans Council area to serve their business needs and enable them to park close to their businesses.

They are allocated with top priority being given to those who need their vehicle for operational purposes and to those businesses located within the streets which are directly affected.

**N.B. Only one permit can be granted per qualifying business as per the Traffic Regulation Orders. Each permit can contain two registration numbers but, only one vehicle may use the business permit at any one time.**

**It is the responsibility of the business permit holder to renew their business permit prior to the expiry date.**

### 2. QUALIFYING CRITERIA:

Qualifying Businesses **MUST** demonstrate:

- 1) The business has no space to park within the curtilage of the premises
- 2) The Company is registered for business rates
- 3) Vehicles are essential to the business because they are needed for collection, deliveries or regular site visits
- 4) Vehicles are based with the business within St Albans City & District
- 5) Vehicles must be less than 5.25 metres in length and no more than 2.3 metres in height. (The Council reserves the right to remove a business permit if it is found that the vehicle is larger than the above dimensions)
- 6) The vehicle is an operational vehicle registered and insured with the business **OR**

#### **Applicant's Own Vehicle for Business Use:**

A letter must be submitted on Company headed paper as validation of the statements made on the form about the need for the use of the vehicle for business purpose. The letter has to describe the nature of the business and type of work that the applicant performs.

#### **Sole Trader's Vehicle for Businesses:**

A letter must be submitted from the business accountant validating the business name and address and the need to use the vehicle for business purposes.

### 3. CHARGES

Business permits can be obtained for a period of 3 months or 12 months. The charges are as follows:

For information on season ticket prices, please visit the St Albans City and District Councils website where an up to date list is available for all on street permit prices.  
[www.stalbans.gov.uk](http://www.stalbans.gov.uk).

### 4. USAGE

A business permit must be clearly displayed with all the relevant information showing – A Penalty Charge Notice may be served if a business permit is not clearly displayed.

Permits are the property of the Council and can be withdrawn without notice in instances where a permit holder does not park considerably or on the **vehicle** highway

### 5. PARKING SPACES:

A valid business permit entitles the holder to park in the Controlled Parking Zone to which the business permit was issued.

Before applying for a business permit, please ensure that you can make full use of it and space is available as the Council cannot guarantee to give the business permit holder a parking space.

Where applicable, a vehicle must be parked wholly within the bay markings.

Vehicles must not be parked in marked spaces where they would cause obstruction to adjacent vehicles or private accesses marked with a white bar marking.

### 6. APPLICATION PROCEDURE

Please complete, sign and post the Business Permit Application Form to SADC Parking Services, Drovers Way Multi-Storey Car Park, Drovers Way, St Albans, AL3 5EB, along with the payment and necessary documentation listed below:

- a) The vehicle registration certificate
- b) Vehicle insurance document/s as per the qualifying criteria, (No. 2)
- c) Business rates for the address for which the business permit is required
- 7) Confirmation by way of a letter on Company headed paper confirming that the business is based within the St Albans City & District, that the vehicle is operational to the business and has no space to park within the curtilage of the business premises
- d) If required, a letter on Company headed paper, as per the qualifying criteria, (No. 2)

### 7. SURRENDER OF PERMIT

You must return the permit to the Council if you cease to be a qualifying business in the zone to which the permit applies or if you change or stop using the car shown on it. You cannot continue using the permit if the details by which it was obtained are no longer valid. If the permit is surrendered before it is expired, a refund will be calculated for the remaining term on the following basis.

### 8. LOSS AND THEFT

No refund can be given for the loss of a business permit. Replacement business permits can only be obtained at a charge for the outstanding period up to renewal. No additional registration numbers may be added to the replacement. If your vehicle is stolen, a refund shall be paid as if the business permit has been surrendered, however, proof must be supplied by way of a Police incident report number.

**SADC Parking Services, Drovers Way Multi Storey Car Park,  
Drovers Way St Albans Herts. AL3 5EB. Telephone: 01727 869 593,  
Email – [parkingpermits@stalbans.gov.uk](mailto:parkingpermits@stalbans.gov.uk)**

## Privacy Notice for parking permits

This privacy notice explains how St Albans City & District Council (the Data Controller) will use any personal information we collect about you when you use our services, in particular when you apply for a parking permit.

### What information do we collect about you?

The information that the Council will collect varies depending on how you use the Council's Services. We are using the information provided in this case because we have a legal obligation (Art. 6(1)(c)). This means we collect your personal information from you so that we can carry out a function we are required by law to carry out. In this case we are collecting personal information so that we can process your application for a parking permit.

If you're providing us with special category personal information (such as details about your health) we will be processing this under Art. 9(2).

### How will we use the information about you?

We use the information to process your parking permit application. We may share the information with the Council Tax department so that we can check your residency if you have agreed to us doing this.

We will not share the personal information we hold with any external organisations except for where it is necessary to do so to process your application. We may be required to share your personal information with the Police, Internal Audit or similar agency, or another Council for the purposes of preventing and detecting fraud.

We will ensure that all personal information is kept securely.

### How long will we keep this information?

We will destroy this personal information 7 years from the date you provide it or sooner if you submit another application in that period. This means we will securely destroy the information once we no longer need it.

### Individuals' Rights

You have a right to request a copy of the personal information that we hold about you. If you would like a copy of some or all of your information, please contact [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) and ask for a subject access request.

If you consider we hold inaccurate personal information about you, you can contact us to ask for this information to be corrected. We will consider your request and respond within one month. Please contact [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk).

You can find out more about your rights on our website: <http://www.stalbans.gov.uk/council-and-democracy/departmentsPoliciesPlans/data-protection/>

### Cookies

Cookies are text files placed on your computer to collect standard internet log information and visitor behaviour information. This information is used to make your use of the internet better. For further information on how we use these and how you can control it, please visit <http://www.stalbans.gov.uk/about-this-site/legal-notice/cookies.aspx>

### Changes to our Data Protection Policy

We have a Data Protection Policy in place and this can be found here: [http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18\\_tcm15-63804.pdf](http://www.stalbans.gov.uk/Images/GDPR%20Personal%20Data%20Policy%20Version%201%20-%202.3.18_tcm15-63804.pdf) We review this policy annually.

### Data Protection Officer

Our Data Protection Officer for the purposes of Articles 37 to 39 of the General Data Protection Regulation is Charles Turner, Solicitor to the Council. He can be contacted by emailing [GDPR@stalbans.gov.uk](mailto:GDPR@stalbans.gov.uk) or calling 01727 819209 for our Complaints Team.

### How to contact us

Please contact us if you have any questions about our Data Protection Policy, or concerns about how we handle your information: by emailing [foi@stalbans.gov.uk](mailto:foi@stalbans.gov.uk) or write to us at: FOI Team, St Albans City & District Council, St Peter's Street, St Albans, AL1 3JE.

### Complaints

You have a right to complain to the Information Commissioner if you are unhappy with how we process your personal information. You can do so through their website: <https://ico.org.uk/concerns/> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113.