

Application form for a School Commercial Permit R60



Applicable only to employees of St. Paul's Nursery or St. Paul's CE Primary School.

A maximum of one permit is allowed per applicant.

To apply for a permit please complete this form in block capitals and return it to:

FREEPOST RTEG-TYYU-KLTZ
 City of York Council
 Parking Services
 West Offices
 Station Rise
 York
 YO1 6GA

Part 1 - Applicant Details

Name

Title: _____

First names in full: _____

Surname: _____

Address

Line 1: _____

Line 2: _____

Line 3: _____

City: _____

Post Code: _____

Contact Details

Telephone Number: _____

Email Address: _____

For Office Use Only

Permit number:

Prepared by:

Expiry date:

Zone:

Fee:

TXN number:

Cheque number:

Schedule number:

Part 2 - Evidence of Entitlement

To obtain a Commercial Permit you need to supply a letter from either the Head of School or School Secretary confirming your employment at St. Paul's Nursery or St. Paul's CE Primary School.

Part 3 - Vehicle Discount and Charges

Commercial Permits are for R60 Zone Only

Discounts are available for low emission, short, electric or LPG powered vehicles. If any of your vehicles fall into the following categories the annual fee for the permit is £50. If you apply for this discount, your permit will become vehicle specific.

- Vehicles less than 2.70 metres in length
- Vehicles in Tax Band A, B or C
- Vehicles that are Electric or LPG powered
- Vehicles that are up to 120g/km

To be entitled to a Low Emissions Permit, you must provide a copy of your Vehicle Registration Document.

If the vehicle you drive is a lease/company vehicle, please also provide a covering letter to substantiate your usage of the vehicle.

If you are unsure which tax band your vehicle is in, you can find out by going to www.vcacarfueldata.org.uk, or by telephoning the City of York Council Customer Centre on 01904 551309. You can also find the emission level of your vehicle at www.gov.uk/get-vehicle-information-from-dvla.

Permits are available for 3, 6, 9 or 12 months.

✓	Please tick as appropriate:		
	Standard Class Vehicles	Annual charge	£100.00
		Quarterly charge	£25.00
	Low Emission and Short, Electric or LPG Vehicles	6 Months	£50.00
		9 Months	£75.00
		Annual charge	£50.00
		Quarterly charge	£12.50
		6 Months	£25.00
		9 Months	£37.50

Part 4 - Payment Details

- **Payment by Cheque**

I enclose £ _____ (please date, sign and make cheques payable to the City of York Council).

- **Payment Online**

You can now pay for your permit online. Please visit www.york.gov.uk/PayParkingPermits.

Please use option 'New parking permit - on street'. Please enter the relevant charge you are required to pay as per the table in Part 3 of this Application Form. You will also need to provide the name of the Permit holder and the Permit type.

Once your payment has been completed, please enter the Payment receipt number below.

It is vital you provide this receipt number. Failure to do so may lead to a delay in processing your application.

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Part 5 - Checklist

Please **supply photocopies** not original documents, as we are unable to accept responsibility for any documents that are lost in the post.

✓	Please tick where applicable:
	I have written my email address or contact telephone number
	I have supplied a letter confirming my employment at St. Paul's Nursery or St. Paul's CE Primary School
	I am applying for a Low Emissions Permit and have enclosed a copy of my Vehicle Registration Document
	I have enclosed a cheque or provided my Online Payment receipt number
	I have signed and dated the declaration form (Part 6)

Part 6 - Declaration

I apply for a Commercial Permit, and declare that the details provided are correct, and the address I have given in Part 1 is where I live. I have read and understood the information provided in this form. I understand that the Permit is only for my use. I understand that the Permit belongs to the Council and there will be a charge equivalent to any full months remaining on the Permit for a replacement should I lose it. I understand that the Permit will no longer be valid if I leave the address, and that the Permit may be withdrawn if I misuse it. I will not sell or transfer the Permit. I may be entitled to a refund on any unused full months if I return the Permit to the Council.

Signature _____ **Date** _____

It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking Permit. The Council will not hesitate to prosecute, and a conviction will result in substantial penalties. The 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.

If you would like more information about how we use your data, please read our Privacy Policy at www.york.gov.uk/privacy.

Data protection questions can be made by email to foi@york.gov.uk or in writing to: Customer Feedback Team, West Offices, Station Rise, York, YO1 6GA.

If you have any other queries, please contact our Customer Centre on 01904 551309.