

## Application form for a Business Permit



To be eligible for a Business Permit you must be the occupier of a business which is located within a resident parking zone. A maximum of 1 Permit is allowed per business premises.

You are not eligible for a permit if you have any existing parking spaces at the business address.

**Business Permits are not allowed in zones R2, R11, R14, R15SC, R17, R19SC, R22, R37, R38, R42 and R45 due to a lack of parking spaces.**

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 Business Permit you must supply a copy of your business rates demand to show that you pay your business rates to the City of York Council.

The document supplied must have your name on it and the address where you require the Permit for.

## Part 3 - Vehicle Discount and Charges

Discounts are available for low emission, short, electric or LPG powered vehicles. If your vehicle falls into any of the following categories the fee for the permit will be £215.00 for an annual permit or £53.75 quarterly. 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](http://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](http://www.gov.uk/get-vehicle-information-from-dvla).

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

✓	Please tick as appropriate:		
	Standard Class Vehicle	Annual charge	£430.00
		Quarterly charge	£107.50
		6 Months	£215.00
		9 Months	£322.50
	Low Emission and Short, Electric or LPG Vehicles	Annual charge	£215.00
		Quarterly charge	£53.75
		6 Months	£107.50
		9 Months	£161.25

## 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](http://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 submitted a copy of my business rates demand
	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 am eligible for a Business Permit and the details I have provided on this form are correct. I have read and understood the information provided in this form. 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 cease to operate a business from 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 <https://www.york.gov.uk/privacy>.

Data protection questions can be made by email to [foi@york.gov.uk](mailto: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 York Council Customer Centre on 01904 551309.