

SMA04

# BOROUGH OF POOLE

## APPLICATION FOR SMALL TRADERS PARKING PERMIT

(Your business must be based in the Poole/Bournemouth conurbation)



### YOUR DETAILS

VERIFIED

Full Name: Mr/Mrs/Ms/Miss.....

Documents Verified

Business Name/Address: .....

Paid

..... Post Code: .....

Receipt Number

Daytime contact number 1<sup>st</sup> ..... 2nd .....

### PERMIT DETAILS

FOR OFFICE USE

Are you applying for ? New permit  Renewal  Replacement

Customer Ref.

Have you supplied:

Permit Number

Copies of payroll records and tax returns?

Valid From

Copies of the vehicle registration document and vehicle insurance showing business use?

Valid until

Evidence of VAT registration number (if applicable)?

Proof of the nature of work being undertaken by your company?

### VEHICLE DETAILS

FOR OFFICE USE

Registration number to appear on permit  
(only one vehicle permitted)

Signature

### METHOD OF PAYMENT

Cheque or Postal Order enclosed (Made payable to BOROUGH OF POOLE)  
**Please do not send cash by post.**

### DECLARATION

I have read and understand the Conditions overleaf relating to the permit(s) and agree to be bound by them. The information I have given on this form is correct and complete. I understand that it is an offence to dishonestly make a false statement on this form or produce false information (or cause or allow another to do so) or to misuse or allow my permit to be misused and that in such circumstances the Council may cancel my permit and prosecute me.

Signed..... Date.....

Signature not required if emailing application. Your email is acceptance of the above declaration.

Please complete the details overleaf and send this form to the address below together with the required supporting documentation and payment. **Cheques should be made payable to "BOROUGH OF POOLE"**.

Parking Administration Section  
Borough of Poole  
PO Box 5038, Poole  
BH15 2WG  
Telephone number: (01202) 634240

**APPLICATIONS CANNOT BE MADE IN PERSON. WE WILL AIM TO ISSUE PERMITS WITHIN 5 WORKING DAYS FROM RECEIPT OF COMPLETED APPLICATION & PAYMENT.**

#### **CONDITIONS OF USE**

- **The charge for a small traders permit commencing from 2<sup>nd</sup> April 2018 is £200.00 per year.**
- You may apply for only 1 Trader Permit. Permits are valid for 12 months from issue.
- Season tickets will only be issued with one registration number displayed.
- It is your responsibility to ensure that the permit is clearly shown on the vehicle that is parked in the car park. Any Penalty Charge Notices issued for failing to display the permit will not be waived.
- The permit is only valid when carrying out your business duties away from your business premises and cannot be used for administrative purposes.
- Any Penalty Charge Notice issued for failing to display the permit will not be waived.
- If the Permit holder no longer works for the company stated or ceases undertaking the duties quoted overleaf, the permit must be returned to Parking Administration immediately.
- Photocopying a season ticket is deemed as misuse and will result in your season ticket being revoked.
- Vehicles displaying a permit, which has been altered or tampered with, will be issued with a Penalty Charge Notice.
- If the registration number on the season ticket needs changing, please contact the Parking Administration Section with details of the new vehicle. A new season ticket will then be issued on receipt of the payment of £10.00. The old ticket has to be returned to the Parking Administration Section on receipt of the new season ticket.
- A permit does not guarantee a parking space
- If your permit is stolen, a replacement will be issued on production of a crime number from the Police confirming the theft of the season ticket or vehicle.
- If your vehicle is written off and the season ticket lost, a replacement will be issued on receipt of confirmation of the write-off. Permits lost in other circumstances will not be replaced.
- The council reserves the right to withdraw any permit found to have been improperly applied for or misused.

#### **Where to park**

- The permit allows you to park on a single or double yellow line (except where a loading ban is in force, indicated by kerb marks); in residents only bays; limited waiting bays; and in surface car parks and on-street pay and display areas without purchasing a payment ticket from the machine.

#### **Where the permit is not valid**

- You must not park in disabled bays (unless you are also a Disabled Badge holder), taxi ranks/bays, bus stops or bus lanes, loading bays, or yellow lines where there is also a loading ban in force.
- You cannot park in multi storey car parks (payment needs to be made on exit).
- Do not park where you might cause obstruction or inconvenience to other road users or pedestrians.
- The permit is not valid for Council Housing Land.

Your personal information will be held and used in accordance with the Data Protection Act 2018. The Council will not disclose such information to any unauthorised person or body but where appropriate will use such information in carrying out its various functions and services. The council may also use this data in connection with the prevention or detection of fraud or other crime. The full privacy policy can be found at [www.boroughofpoole.com/privacy-policy/](http://www.boroughofpoole.com/privacy-policy/)