

Permit No	
Date of issue	
Expiry date	
Amount paid	
Prepared by	

Parking Service

Replacement/Duplicate Business Permit – Application Form

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS FORM. THE APPLICATION FORM MUST BE COMPLETED BY THE COMPANY SECRETARY OR SENIOR REPRESENTATIVE.

Please complete all sections of this form **IN BLOCK LETTERS** and in black ink.

IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE PREVIOUS PERMIT (IF APPLICABLE) AND ENCLOSURES ARE NOT ATTACHED, YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED. FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE PREVIOUS PERMIT (IF APPLICABLE) AND ENCLOSURES ARE NOT ATTACHED, YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED.

Part 1 – Company particulars

Company name _____

Employee name _____

Contact name _____

Employee telephone no. _____

Contact telephone no. _____

Employee's home telephone no.
(We may need to contact them at short notice) _____

Contact business address _____

Business address (Controlled Parking Zone) _____

Postcode _____

Postcode _____

Part 2 – Vehicle particulars

Registration No _____

Name and address of the registered owner or hirer _____

Make and type _____

Colour _____

Postcode _____

Part 3 – Permit type and enclosures

Please send photocopies of documents, wherever possible, as the council is unable to accept responsibility for any documents sent through the post. If you are making your application in person original documentation must be provided.

I am applying for (select one of the following options):

Replacement permit on change of vehicle
Proof of your vehicle is required, refer to Part C of the guidance notes.

Duplicate permit
My permit has been lost/stolen/damaged/not received (delete as appropriate).

Part 4 – Permit details (only complete if your permit has been lost/stolen/damaged or not received)

I declare that parking permit number _____ expiry date _____ issued to me in respect of vehicle registration number _____ has been LOST/STOLEN/DAMAGED or NOT RECEIVED (delete as appropriate)

In the case of a stolen permit please give the police crime report number _____

and the name of the police station where the theft was reported _____

If the permit has been lost or you do not have a police reference number, you will be asked for further information relating to the whereabouts of the permit/vehicle and checks may need to be carried out. This may delay the replacement of your permit.

Replacement/Duplicate Business Permit - continued

Part 5 – Payment information

I am applying for (please tick appropriate box)

- a replacement permit and I am enclosing my current permit – £22.80
- a replacement permit but my current permit has been lost or stolen (delete as appropriate) – £22.80
- permit has not been received - no fee
The duplicate form must be submitted within 4 weeks of the original permit issue date, otherwise the £22.80 fee will apply.

Payment will only be accepted by company cheque or credit card. I am making payment by:

company cheque

Cheques should be made payable to **'Wandsworth Council'**.

Amount £

Part 6 – Declaration

If the registered owner or hirer of the vehicle is not the company named in Part 1, please complete the following declaration:

I certify that

- the registered owner or hirer of the vehicle, as named in Part 1, is employed by the company named in Part 1 and holds the position of
- the vehicle is necessary for the efficient conduct and operation of the company

I hereby certify that*

- the address shown in Part 1 is the employee's usual place of business
- the vehicle shown in Part 3 of this application is not:
 - over 3.2 metres (10ft 6ins) in height
 - over 6.5 metres (21ft 4ins) in length
 - of a gross weight exceeding 5 tonnes
 - constructed to carry more than 12 passengers (excluding the driver)
- all the information given in this application is correct

I shall immediately surrender the permit to the council in the event of any of the following circumstances occurring:

- the company ceases to trade at an address within the controlled parking zone
- the owner of the vehicle leaves the employment of the company
- the owner sells or otherwise disposes of the vehicle
- the council withdraws the permit
- the permit ceases to be valid

Employee signature (if required)

Position in company

Signature (company secretary/
senior representative)

Date

Position in company

* 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 conviction will result in substantial penalties.

Replacements If a replacement permit is required due to a change of vehicle or business location to another controlled parking zone, I understand that in addition to returning the permit we are required to submit a replacement application and activate a two-week temporary cover (if available) while the replacement application is being made.

Refunds All complete months remaining on your permit are refundable, provided the permit is returned to the council. The refund is calculated from the date the request and permit are received in these offices. A £11.40 administration fee will be charged and amounts of less than £1 will not be refunded. Please note that the surcharge for postal/in person applications is not refundable. If the permit has been lost, stolen or destroyed and cannot be returned, and you are not providing a police reference number, further checks may need to be carried out. No refund will be issued when a permit is withdrawn due to it being fraudulently obtained or improperly used.

PLEASE NOTE Business permits are not valid in off-street car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space.

Important Information

Your application will be processed as soon as possible, but you may not park your vehicle in the controlled zone unless:

- temporary cover has been arranged
- a valid Pay-and-Display ticket is displayed or payment has been made using the council's Pay by Phone option, in all day zones

Temporary cover can be arranged via your online account or by telephoning (020) 8871 8871. One temporary cover is granted free of charge per calendar year and each cover is issued for a maximum of two weeks.

You can apply online for your permit by visiting www.wandsworth.gov.uk/permits

Before submitting your application, please check that you have enclosed the following:

- Completed application form
- Proof of vehicle ownership
- Current permit (if applicable)
- Proof of employment (if applicable)
- Correct payment