



BUSINESS PARKING PERMIT



GUIDANCE NOTES

Please retain these guidance notes for future reference

Please note that entitlement to a permit cannot be assessed until your application has been submitted and appropriately vetted by the Council, a decision will be advised thereafter.

- 1.0 BUSINESS PARKING PERMITS** are issued in accordance with the corresponding Glasgow City Council (GCC) Traffic Order. For the purpose of the scheme, a business is defined as a commercial enterprise operating from a property located within the qualifying parking permit zone. An applicant will be required to provide documentary evidence to substantiate their business status within the qualifying area.
- 2.0 PROOF OF BUSINESS** In order to consider an application, a copy of your current years Non Domestic Rates account should be submitted together with a supporting letter on company headed paper. Where you are unable to supply the required documentation, your application cannot be considered.
- 3.0 PERMITS** A business parking permit entitles the holder to park in any parking place which displays a zone identifier letter corresponding to that on the permit, but does not guarantee use of any particular parking space. At all times the permit will remain the property of the Council and is to be used solely by the applicant.
 - 3.1** The permit should be displayed on the nearside of the vehicle, behind the glass of the windscreen, in such a position as to ensure that the front side of the permit is clearly visible to any person standing at the front or nearside of the vehicle.
 - 3.2** A permit will be valid only within the particular zone for which it is issued. You **must** pay and display when parked in any pay and display bay which does not exhibit a zone identifier letter or exhibits a zone identifier letter not corresponding to that on the issued permit. **Pay attention to signs displaying zone identification letters.**
 - 3.3** Where a permit is stolen or lost this must in the first instance be reported to the Police and then to the Council. An application for a replacement permit must be made on the appropriate form, providing a copy of a crime reference number or loss report. If you recover your permit after it is replaced you must return it to the Council. Where a permit is defaced, lost or destroyed, an application should be made for a replacement. An administration fee of £20.00 will be charged for the replacement.
 - 3.4** A business parking permit may be surrendered by the holder to the Council at any time and a refund will be given for the unused complete months on a pro rata basis, less the administration fee of £20.00.
- 4.0 SUSPENSION OF PARKING PLACES** From time to time it may be necessary to suspend parking places for various reasons. Suspensions are indicated by the placing of "No Waiting/No Loading" cones and the "hooding" of Pay and Display machines where appropriate. Please make sure your vehicle is not parked in a suspended parking place as you may incur a Penalty Charge Notice resulting in the removal of your vehicle.
- 5.0 VERIFICATION OF INFORMATION SUPPLIED** The Council reserves the right to carry out verification checks on any information supplied by the applicant in support of their application for a business parking permit.
- 6.0 AVAILABILITY** As the number of parking permits within each zone will be controlled, the Council reserves the right to refuse an application, should the maximum permitted number be reached.

7.0 REMEMBER

- Complete all sections of the form
- The applicant **must** sign and date the application form
- Allow up to 10 working days for the processing of the application
- A permit does not guarantee the use of any particular space
- A permit is only valid for use within the zone for which it is issued
- Enclose payment / contact details and all supporting documentation

WARNING - In terms of Section 115 of the Road Traffic Regulation Act 1984 any person who makes a false statement to obtain a parking permit, or with intent to deceive, forges, or alters, or uses or lends to, or allows to be used, or has in their possession any document so closely resembling any such permit as to be calculated to deceive, is guilty of an offence.

**** PLEASE NOTE, YOUR APPLICATION CANNOT BE CONSIDERED IN THE ABSENCE OF THE SUPPORTING DOCUMENTATION.**

BUSINESS PARKING PERMIT APPLICATION FORM

(Complete in BLOCK CAPITALS & BLACK INK please)

| Applicant Details | | | | For Official Use Only | |
|--|--------|----------------------------|-----------------|-----------------------|--|
| Company Name: | | Application Code: | | | |
| Contact Name: | | Zone: | | | |
| Address: | | Permit No: | | | |
| | | Permit Expiry: | | | |
| | | Issued By: | | | |
| | | Business Check: | | | |
| Post Code: | | Date Processed: | | | |
| Telephone No: | | Mailed: | | | |
| Email Address: | | | | | |
| | | | | | |
| Enclosures Submitted | | | | | |
| Non Domestic Rates Bill Y/N: | | Company Headed Letter Y/N: | | Payment Y/N: | |
| See instructions for payment overleaf | | | | | |
| Payment Details | | | | | |
| | Annual | | £700 per Permit | | |
| Quantity Required: | | Total Payment Enclosed: | | | |
| <p>Should you wish to make payment by credit or debit card, please provide a full contact name and telephone number. On receipt of your completed application, a member of staff will contact you in order to process payment.</p> <p>Name (print) _____ Telephone _____</p> | | | | | |
| Applicants Declaration | | | | | |
| <p>I declare that I have read the guidance notes and warning supplied and confirm that:</p> <p>1) My place of business is at the address shown above.</p> <p>2) All parts of this form have been completed correctly to the best of my knowledge.</p> <p>3) All relevant enclosures are attached.</p> <p>WARNING: Any person who makes a false statement for the purposes of obtaining a business parking permit is liable to prosecution.</p> <p>DATA PROTECTION STATEMENT: Glasgow City Council and its agents will process your information primarily for the purpose of providing parking services, however, we may also use your information to prevent and detect fraud and to protect and recover public funds.</p> | | | | | |
| Signed: | | Dated: | | | |
| For Official Use Only | | | | | |
| Comments | | Original Docs Returned | | | |
| | | | | | |
| | | System Memo Added | | | |

Instructions for Payment

PAYMENT METHODS

1) BY POST

- Make your cheque or postal order payable to “**Glasgow City Council**”.
- For Credit/Debit card payments, please complete the appropriate section on the Business Parking Permit Application Form, thereafter a member of staff will contact you by telephone in order to process your payment.

All postal payments must be sent to:

**Glasgow City Council
The Parking Unit
PO Box 25068
Glasgow
G1 1ZE**

2) IN PERSON

Payment can be made at:

45 John Street
Glasgow
G1 1LY

Monday – Friday, 9.00am – 5.00pm

3) ENQUIRIES

Any enquiries regarding your application should be made by calling 0141 287 4040 (option 3). However, please allow up to ten working days in order to process your application.