



APPLICATION FOR A CONTROLLED PARKING ZONE (CPZ) **CONTRACTOR'S SCRATCHCARD PERMIT**

Permits are available when it is essential that contractors' vehicles are parked close by to allow access to heavy tools and other bulky equipment throughout the day whilst working at properties or businesses within the CPZ.

Please complete all sections and return form to: Permits, PO Box 299, Beverley, HU17 6FH. Alternatively visit your nearest Customer Service Centre who will check your documents and forward your completed application form to the Permits Office. Telephone number for enquiries 01482 395411.

Please indicate the permit required:-

<u>Duration</u>	<u>Fee</u>	<u>Tick</u>
1 day	£10.00	
1 week	£20.00	
1 month	£35.00	
1 year	£105.00	

A Name and Address of Contractor/Company

Business Name: _____

Nature of Trade or Business: _____

Title (i.e Mr, Mrs, Miss, Ms): _____ Surname: _____

First Names (in full) _____

Address: _____

_____ Postcode: _____

Email Address _____

Tel Home: _____ Tel Work: _____

Mobile: _____

Proof of Business

I enclose a business letterhead and VAT number (if applicable) ☐

For Office Use:
CSC
Attach photocopy
of original
document ☐

B Name and Address of Property/Properties where work is to take place

Name of Business _____

Address: _____

_____ Postcode: _____

Email Address: _____

Telephone Number: _____

C Details of Vehicle(s)

1st Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

2nd Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

3rd Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

D Period of Issue

Start Date: _____

Expiry Date: _____

Information and Guidance Notes

All applicants must enclose proof of the business.

- The issue of a permit does not guarantee the holder a space to park nor does it render the Council subject to any liability in respect of loss or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
- This permit does not give an exemption to any other parking restriction
- Permits are only valid when working at the address within the zone.
- Permits are valid up to 10am on the day after the expiry date.
- A maximum of 3 vehicle registrations can be entered on to one contractor's scratchcard. However, only the vehicle displaying the permit is eligible to use it at any given time.
- **The use of parking places may be suspended by police officers, parking attendants or duly authorised Council Officers.**
- No refunds will be made.
- The use of parking places may be suspended by police officers, parking attendants or duly authorised Council Officers.
- Display the permit on the dashboard on the side of the vehicle nearest to the kerb.
- The permit must be displayed during the hours that the CPZ is operational.

Misuse of a permit or failure to comply with these instructions invalidates the permit and may result in permits being withdrawn.

Warning: It is an offence to give false or misleading information. If you do, we may prosecute.

Declaration

The person named in Section A must sign this declaration. You must read each section below and sign that you have read and understood them fully.

I confirm that the address given in Section A is correct.

Trailers, caravans or any other items should not be used to reserve a space within the CPZ.

I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.

I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue contrators parking permits. I accept that you may pass this information to other Council Departments and the DVLA, for this and related purposes.

I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.

The Council will return your documents via the Royal Mail with your Permit. Should you not wish the Council to do so then you must attend at your local Customer Service Centre personally to produce these documents. The risk of loss of documents remains with you should you wish the Council to use the Royal Mail.

I have read, understood and agree to abide by the instructions and notes which accompany this application form.

Signature

Date

Print Name

For Administration Use Only:

Fee Paid : £

Receipt Number :

Can Number :

Date :

Reference number of the Scratchcard issued: