

4 Documentation Required

All applications must be completed either by post or in person.

4A. Proof of Business Address

* Dated within 12 months of application

** Dated within 3 months of application for new applications, dated within 12 months for renewal applications

Applicants must provide –

Business Rates Bill*

And any one of the following -

Property Owner

- Utility Bill **
- Mortgage Agreement

Property Lessee

- Signed Lease Agreement

NB When a rolling Tenancy Agreement is provided as proof of business, a supporting letter from the landlord or his agent must be provided confirming that:

a) the agreement has not expired; and,

b) the landlord will retrieve and return the permit(s) to the Parking Shop should the tenant cease to live at the property.

4B. Proof of Vehicle Ownership

** Dated within 3 months of application

Please tick one of the following and supply a photocopy:

- Vehicle Registration Document
- Authorised Bill of Sale/Invoice **
- Current Hire/Lease Agreement
- Valid Certificate of Insurance with applicant as named driver

NB If the vehicle registration document is in the business name, a supporting letter from the business must be provided confirming that the applicant is authorised to drive the vehicle.

5 Application/Payment Options

By post: Please send completed application form and cheque payment to The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Please make cheque payable to '**NSL Ltd**'. Please do not send cash or credit/debit card details in the post.

In person: At The Parking Shop, Suite 1, Forster House, Forster Business Centre, Framwellgate Moor, Durham, DH1 5HL. Opening hours are Monday to Friday 8am to 6pm. Payments may be made by cash, credit/debit card or cheque/postal order made payable to '**NSL Ltd**'.

6 Declaration

I declare that the information provided with this application is correct and that I agree the permit will be withdrawn should conditions of use be contravened.

Signature Date

I confirm receipt of my permit.

Signature Date

CONDITIONS OF USE

Business Permit

Business permits will only be issued by the Parking Shop to businesses within the CPZ at a cost of £375 per year and are limited to one per business address.

The permit is for use by one business vehicle only and has the vehicle registration number printed on it. Permits are non-transferable between vehicles. The permit can be transferred to a new registered applicant on return of the permit.

Permits will not be issued for passenger vehicles weighing over 7.5 tonnes or those longer than 6 metres.

The permit allows parking in on-street pay and display bays and permit holder only areas within the CPZ.

Business Permits are not zone specific and so they can be used in any zone within the CPZ.

New applications for a business permit can be made in person, by post or by email, providing proof of vehicle ownership and proof of business within the CPZ.

Renewal applications for a business permit can be made in person, by post or by email, providing proof of business within the CPZ and, if the vehicle has changed, proof of vehicle ownership.

Lost/Stolen Permits

All lost or stolen permits must be reported immediately. Lost or stolen permits will be cancelled and replacements charged at £10.00 per permit.

General Conditions

1. The Council has the right to withdraw or cancel a permit at any time. You will be notified of the withdrawal or cancellation in writing at the address shown on your application. The permit will be invalid three working days after notification in writing is posted.
2. The permit will become invalid and must be returned if:
 - a) you move from the area;
 - b) you sell the vehicle for which the permit was issued;
 - c) where circumstances change since the application such that the permit is not in compliance with the requirements of the Conditions of Use;
 - d) where it appears there has been abuse of the system for the advantage of the resident, or others or for financial gain.

A quarter of the annual fee may be refunded for every whole quarter for which the permit would remain valid.

3. The permit must be displayed conspicuously in the windscreen of the vehicle so it is clearly visible from the outside.
4. The registration number on the permit must be the same as the registration number on the vehicle to which it applies. Any unauthorised alterations to the permit will render it invalid.
5. Permits will not be issued for passenger/goods vehicles weighing over 7.5 tonnes or those longer than 6 metres.
6. You must produce evidence that you are entitled to a permit when asked to do so by a representative of the Council.
7. You must obey the law relating to parking and obstruction of the highway. A permit is only valid in areas designated for permit parking. Any penalties incurred for parking on yellow line restrictions, disabled bays or loading bays are the responsibility of the vehicle owner/registered keeper.
8. Where an Authorised Officer of the Council has reasonable cause to believe that a permit(s) issued in accordance with these conditions has been wrongly acquired or not used in accordance with these conditions or there was intent to deceive, the officer may invalidate a permit(s) issued to the residence. This includes (but is not limited to) the use of a visitor permit when the vehicle is not being used for the purpose of visiting a property within the CPZ.

9. If action is taken following a breach of these conditions, a resident may make a representation to Durham County Council's Parking Manager for a review of their case.
10. Abuse or continued misuse of a permit(s) will result in suspension of issue of further permits and the right to reapply will be reviewed annually.
11. By purchasing and using a permit(s) the holder(s) accept(s) these Conditions of Use.
12. Applicants are advised that the data held by Durham County Council in respect of their permit may be used for cross-system and cross authority comparison purposes for the prevention and detection of fraud. For further information see <http://www.durham.gov.uk/article/2535/National-Fraud-Initiative>
13. Data Protection Act 2018 –
 - Durham County Council complies with all relevant statutory obligations. Personal information processed by the Council will be handled in accordance with the Council's privacy statement, which can be accessed here <https://www.durham.gov.uk/dataprivacy>.
 - Parking Services' privacy notice provides more specific information on the data collected and how it is handled, a copy of which can be accessed here <https://www.durham.gov.uk/media/24844/Privacy-notice-parking/pdf/PrivacyNotice-Parking.pdf>.
 - If you have any concerns about how your data is handled, please contact either the Data Protection Officer at DPO@durham.gov.uk or the Information Commissioner's Office casework@ico.org.uk.

The issue of a permit does not reserve or guarantee the availability of a parking space.