

**APPLICATION FOR PARKING PERMIT:  
BUSINESS RESIDENT PERMIT FOR  
CONTROLLED PARKING ZONE (CPZ)**



**Hull**  
City Council

NB: See requirements overleaf for completion of each Part of this form

<b>BUSINESS</b>	<b>PART 1 – YOUR DETAILS</b>	<b>BUSINESS</b>
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**Please specify your Residential Controlled Parking Zone (CPZ) here:**  
(this is identified on Traffic Signs in your street and on entry points into the zone)

<b>Please PRINT the following information about you:</b>	<b>Please PRINT your address details:</b>
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<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Business Name:</td><td style="width:50%;"></td></tr> <tr><td>Contact name:</td><td></td></tr> <tr><td>Your telephone number:</td><td></td></tr> <tr><td>Your e-mail:</td><td></td></tr> </table>	Business Name:		Contact name:		Your telephone number:		Your e-mail:		<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Office Suite/ Unit:</td><td style="width:50%;"></td></tr> <tr><td>House number (name):</td><td></td></tr> <tr><td>Street name:</td><td></td></tr> <tr><td>Post Code</td><td></td></tr> </table>	Office Suite/ Unit:		House number (name):		Street name:		Post Code	
Business Name:																	
Contact name:																	
Your telephone number:																	
Your e-mail:																	
Office Suite/ Unit:																	
House number (name):																	
Street name:																	
Post Code																	

**Please PRINT details of your vehicle(s):**

<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Registration No.: (Vehicle 1)</td><td style="width:50%;"></td></tr> <tr><td>Make:</td><td></td></tr> <tr><td>Model:</td><td></td></tr> </table>	Registration No.: (Vehicle 1)		Make:		Model:		<table style="width:100%; border-collapse: collapse;"> <tr><td style="width:50%;">Registration No.: (Vehicle 2)</td><td style="width:50%;"></td></tr> <tr><td>Make:</td><td></td></tr> <tr><td>Model:</td><td></td></tr> </table>	Registration No.: (Vehicle 2)		Make:		Model:	
Registration No.: (Vehicle 1)													
Make:													
Model:													
Registration No.: (Vehicle 2)													
Make:													
Model:													

**Only legitimate businesses within the CPZ are entitled to have exemption permits for parking in the CPZ. Only vehicles which are used for the business can be issued with a business permit. By making this application, you confirm that the above address is your main place of business and / or registered office address. No business permits can be issued for the city centre.**

**NO EXEMPTION PERMIT CAN BE GRANTED WITHOUT VALID PROOF**

<b>BUSINESS</b>	<b>PART 2 – REQUIREMENTS</b>	<b>BUSINESS</b>
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<p><b>NB! You must meet the following criteria to be eligible for a permit:</b></p> <p><b>Copies of the proof will be accepted. Don't post original documents.</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Proof</b> of your residency within the boundaries of the CPZ.</li> <li><input type="checkbox"/> <b>Proof</b> that your business is in charge of a motor vehicle or written confirmation from the company that the vehicle is regularly being used for business purposes.</li> <li><input type="checkbox"/> <b>Payment</b> set at: £20.00 per vehicle but currently free within Stadium CPZs</li> <li><input type="checkbox"/> <b>Company Logo on the vehicle</b> is normally required but may be dispensed with on a case-by-case basis upon express prior approval from the Council.</li> </ul>
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<b>Proof of Residency</b>	<b>Proof of Being in Charge of Vehicle</b>
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<b>Circle A or B below as applicable + tick correct box</b>	<b>Circle A or B below as applicable + tick correct box</b>
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<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align:center;">A</td> <td>I am liable to pay Non-Domestic Rates for above address</td> </tr> <tr> <td style="text-align:center;">B</td> <td>I have other proof of running a business from the above address</td> </tr> </table>	A	I am liable to pay Non-Domestic Rates for above address	B	I have other proof of running a business from the above address	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; text-align:center;">A</td> <td>My vehicle is <u>registered</u> / <u>leased</u> / <u>insured</u> in the business name and at the address as above</td> </tr> <tr> <td style="text-align:center;">B</td> <td>I use a company pool vehicle</td> </tr> </table>	A	My vehicle is <u>registered</u> / <u>leased</u> / <u>insured</u> in the business name and at the address as above	B	I use a company pool vehicle
A	I am liable to pay Non-Domestic Rates for above address								
B	I have other proof of running a business from the above address								
A	My vehicle is <u>registered</u> / <u>leased</u> / <u>insured</u> in the business name and at the address as above								
B	I use a company pool vehicle								

<p><b><u>If you have selected A:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Current Non-Domestic Rates statement</li> </ul> <p><b><u>If you selected B: Please provide one of the following:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Utility bill (issued within last 3 months)</li> <li><input type="checkbox"/> Bank statement (issued within last 3 months)</li> <li><input type="checkbox"/> Business lease agreement</li> <li><input type="checkbox"/> Other documents may be considered. Please see overleaf for details</li> </ul>	<p><b><u>If you have selected A: Please provide one of the following:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DVLA Registration Certificate (V5) for each vehicle, or</li> <li><input type="checkbox"/> Current Motor Insurance Document, or</li> <li><input type="checkbox"/> Long term Hire Agreement (over 6 months)</li> </ul> <p><b><u>If you have selected B: Please provide the following:</u></b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written confirmation from the officer of the company office in whose name this vehicle is registered, stating that this vehicle is used by the business at the above address</li> </ul>
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<b>BUSINESS</b>	<b>Part 3 – DECLARATION</b>	<b>BUSINESS</b>
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<p><b>By signing and submitting this application form, I declare that the above information is true and complete to the best of my knowledge. I further accept the terms and conditions overleaf, and undertake to comply with any Traffic Regulation Order applicable to my CPZ.</b></p>	<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:70%;"><b>Please sign below:</b></td> <td style="width:30%;"><b>Date:</b></td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> </table>	<b>Please sign below:</b>	<b>Date:</b>		
<b>Please sign below:</b>	<b>Date:</b>				

Office use only:	Staff Initials:	Permit No.	Receipt No.
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## TERMS AND CONDITIONS FOR RESIDENTS PARKING EXEMPTION

### A. YOUR APPLICATION

1. Before submitting this application, please ensure that it is completely filled out and you can prove with documents residency of your business within the boundaries of the Controlled Parking Zone (CPZ), and being in charge of a vehicle which is normally kept or registered in the CPZ. No business permits can be issued for the city centre.

2. Your application can be submitted to the Kingston upon Hull City Council in the following ways:

- In person at your local Library  
Phone: 300300 to find where your closest Library is to your address.

3. You must enclose / send copies of the documentary proof that you have specified in your application form. **NEVER** send your original documents in post.

4. Incomplete applications, applications without the required documentary proof or without payment of the applicable charge cannot be considered and your application will be returned to you by post to your address (as applicable).

5. The administrative charge is currently set at **£20.00** per vehicle. Currently there is no charge for any of the Stadium CPZ-s. Payment can be made in cash, by card or by cheques made payable to Kingston upon Hull City Council.

6. Please note that your personal information will be held and used in accordance with the requirements of the Data Protection Act 1998. We may lawfully disclose information within the Council and to other public sector agencies such as the Police, or the Inland Revenue to (a) Prevent or detect fraud or other crime (b) Protect public funds (c) Make sure the information is accurate.

This may include sharing your information with other bodies responsible for auditing or administering public funds including the Audit Commission. More details can be found on the Privacy Page of our website [www.hullcc.gov.uk](http://www.hullcc.gov.uk)

7. Documentary proof of residency. If you do not have any of the documents specified on the application form overleaf, you may submit other documents that you believe to be demonstrating your residency at the address, along with an explanation as to why the specified documents are not available.

8. Documents about your vehicle. Only the documents specified overleaf in the application form can be accepted. These documents must show your business name and address (postcode) in the CPZ. Any letter from the main office of your company in respect of a clearly identified pool vehicle must be on a company-letter headed paper and

signed by the proper officer of the Company (i.e. company secretary and/or company director). No other document relating to your vehicle can be valid for the purposes of this application form.

9. The Council will endeavour to process your application and post your exemption permit to your address within 5 working days from the date of receipt. If we are unable to accept your application, you will be provided with a written explanation why.

10. Your application form and any documents supplied with it will be processed in accordance with the relevant Data Protection legislation and policies of the Council. Any photocopies of your documents will be destroyed upon the issue of your permit, although notes about their contents may continue to be held in computerised databases of the Council.

### B. YOUR PERMIT

11. Your parking exemption permit will only be valid when displayed clearly and continuously on the vehicle it was issued for, so **all particulars** (designated permit zone, vehicle registration mark, expiry date and permit number) are readily visible and legible through the front windscreen. We recommend that you use the transparent plastic holder provided with your permit. It can be permanently attached to your windscreen and prevent your permit from becoming inverted or otherwise obscured.

12. A valid business residents' permit correctly on display in the vehicle will make it exempt from any maximum waiting time restrictions in any on-street parking place within the boundaries of the applicable CPZ.

13. **Company Logo on the vehicle** is normally required but may be dispensed with on a case-by-case basis upon express prior approval from the Council. For unmarked vehicles, you must enclose a separate letter with your application with explanation and request our approval.

14. Failure to display your business permit or displaying it in an unmarked vehicle without prior written approval from the Council may result in a Penalty Charge Notice (PCN) being issued to your vehicle. It will not be a valid defence against such penalty charge to claim that you were in fact granted an exemption permit from the Council.

15. A business residents' exemption permit DOES NOT provide an exemption from any other on-street parking restriction as specified in the relevant Traffic Regulation Order and indicated with appropriate traffic signs and / or road markings, such as double yellow lines.

16. A business residents' permit does not give you a right to a parking space. It is merely an entitlement to use any available on-street parking space within the CPZ **for longer than it is generally permitted** for motorists.

17. Please note that due to limited on-street parking space, **visitors parking permits of any kind are NOT available** for business residents. Your visitors are expected to use alternative off-street parking facilities if necessary.

18. **All permits are valid for a fixed period and will expire annually.** It is the responsibility of the business resident in whose name permit was issued, to make an application for its renewal in a timely manner by using such prescribed form as may be specified by the Council.

19. The permit is only valid whilst your business remains resident in the CPZ. If you move away, you must hand it back to the Council as soon as reasonably possible.

20. If you sell or otherwise dispose of your vehicle during the term for which this vehicle was issued with a permit, you cannot claim refund for the admin. charge which has been paid for it.

21. If you change your vehicle, you are entitled for a free replacement of your permit provided that you bring the original permit back to the Council.

22. A replacement charge of **£20.00** will be payable for any permit that is lost, damaged or tampered with.

23. Any parking permit queries can be dealt with by calling **01482 331104**

**E-mail: [parking@hullcc.gov.uk](mailto:parking@hullcc.gov.uk)**