EAST CAMBRIDGESHIRE DISTRICT COUNCIL

BUSINESS PARKING PERMIT SCHEME APPLICATION 2021/22

The Business Parking Permit Scheme is available to businesses based in Ely who are registered with business rates and require access to the long stay car parks prior to 08:30am avoiding early morning parking restrictions.

The Business Parking Permit Scheme 2021/22 commences on 1st April 2021 and expires on 31st March 2022.

East Cambridgeshire District Council Business Parking Permits are issued in accordance with the terms and conditions overleaf.

It is the holder’s responsibility to ensure the parking permit is clearly displayed in the window screen of the vehicle at all times when using the car park. Failure to comply will result in a penalty notice being issued.

The application form below should be completed fully and accompanied by the appropriate payment and proof of business rates registration. Payment options are as follows:

* Telephone: Please call Customer Services 01353 665555. Ask for the payment reference as this will be needed on your application.
* Cheque: Please send this in the post with your application. Make sure the cheque is payable to East Cambridgeshire District Council.

Applications to be submitted by:

* Post: Customer Services, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE
* Email: parking@eastcambs.gov.uk
* Online: [Business Permit Scheme Application Form](https://self.eastcambs.gov.uk/en/AchieveForms/?form_uri=sandbox-publish://AF-Process-3fb11440-baf9-413d-a324-e389191167f3/AF-Stage-97637e32-0f35-4f1d-804d-6500473f160d/definition.json&redirectlink=%2FService%2FServiceRating%3Fserviceid%3DAF-Process-3fb11440-baf9-413d-a324-e389191167f3%26service%3DR4%26postRatingRedirectUrl%3D%2Fmodule%2Fservices&cancelRedirectLink=%2F&category=AF-Category-2e1333d3-7b4d-4e0b-a7a2-71b520d9d4c9) There will be a part on the application for payment to be made online.

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**EAST CAMBRIDGESHIRE DISTRICT COUNCIL**

BUSINESS PARKING PERMIT SCHEME APPLICATION 2021/22

|  |  |
| --- | --- |
| **Business Name:** |  |
| **Contact Name:** |  |

|  |  |
| --- | --- |
| Address: |  |
| Telephone: |  |
| Email: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **I WISH TO APPLY FOR:****(No. of Permits – Maximum 4)** | **1st permit @ £50.00\*** **(Total £50)** |  | **3rd permit @ £60.00**  **(Total £165)** |  |
| **2nd permit @ £55.00**  **(Total £105)** |  | **4th permit @ £70.00**  **(Total £235)** |  |

**(\*Charges include VAT)**

**Vehicle Details** – Please provide full details of yours and all employees’ vehicles that will be using the issued permit(s). **PLEASE NOTE** that it is the responsibility of the business to keep these details fully updated and inform the Council of any changes, to inform us of a vehicle change please phone customer services 01353 665555 or send an email to parking@eastcambs.gov.uk. Please attach a separate sheet if necessary to add additional vehicle details.

|  |  |  |
| --- | --- | --- |
| **Vehicle Registration:** | **Make/Model:** | **Colour:** |
|  |  |  |
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|  |  |  |

|  |  |  |
| --- | --- | --- |
| Proof of business rates registration enclosed with application or will be sent by email to parking@eastcambs.gov.uk(copy of recent Business Rates bill) | Yes/No  | If you have selected No, please explain why:  |

|  |  |
| --- | --- |
| **Please tick which following method you have used to make payment:**Cheque enclosed(Payable to East Cambridgeshire District Council)Telephone | Payment Reference (Only needed if payment is made via telephone, please ask for this when payment is made): |

# In signing this application, I agree to abide by all the terms and conditions detailed overleaf which are applicable for use of the Business Parking Permit, I understand that failure to comply will result in the parking permit(s) being revoked.

|  |  |
| --- | --- |
| **Signed:** | **Date:** |

EAST CAMBRIDGESHIRE DISTRICT COUNCIL – BUSINESS PARKING PERMIT – TERMS & CONDITIONS

**THE USE OF A BUSINESS PARKING PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:**

1. THE BUSINESS PARKING PERMIT ENABLES THE HOLDER TO PARK IN A LONG STAY CAR PARK PRIOR TO 8:30AM, AVOIDING THE EARLY MORNING PARKING RESTRICTIONS.

1. THE PERMIT(S) MAY ONLY BE ISSUED TO BUSINESSES IN ELY CITY CENTRE REGISTERED FOR BUSINESS RATES; PROOF OF REGISTRATION WILL BE REQUIRED WHEN THE APPLICATION IS SUBMITTED.
2. THE BUSINESS PARKING PERMIT(S) IS/ARE VALID ONLY IN THE ELY LONG STAY CAR PARKS AS DEFINED IN THE CURRENT EAST CAMBRIDGESHIRE DISTRICT COUNCIL (OFF STREET PARKING PLACES) ORDER. THEY ARE NOT VALID IN ANY SHORT STAY CAR PARK OR THE ANGEL DROVE AND THE DOCK PAY AND DISPLAY CAR PARK.
3. THE ISSUE OF THE PERMIT(S) DOES NOT GUARANTEE THE HOLDER THE AVAILABILITY OF A CAR PARKING SPACE.
4. PERMITS WILL BE ISSUED UP TO A MAXIMUM OF 4 PERMITS PER BUSINESS.
5. PERMITS WILL BE CHARGED\* ON AN ANNUAL BASIS FROM **1st APRIL 2021 EXPIRING ON 31st MARCH 2022**, ON AN ESCALATING SCALE PER PASS AS FOLLOWS:

|  |  |
| --- | --- |
| **1st Permit @ £50 = £50.00\*** | **3rd Permit @ £60 = £165.00 (£50 +£55 +£60)** |
| **2nd Permit @ £55 = £105.00 (£50 + £55)** | **4th Permit @ £70 = £235.00 (£50 +£55 +£60 +£70)** |

(\*Charges include VAT)

1. THE PERMIT(S) WILL NOT BE TRANSFERABLE BETWEEN BUSINESSES, BUT MAY BE TRANSFERABLE BETWEEN MEMBERS OF STAFF WITHIN THE SAME COMPANY, SUBJECT TO THE COUNCIL BEING NOTIFIED OF ALL VEHICLE DETAILS CONCERNED (CONDITION NO 9 REFERS).
2. BUSINESSES - PLEASE PROVIDE FULL DETAILS (MAKE, MODEL, COLOUR AND REGISTRATION) OF YOURS AND ALL EMPLOYEES’S VEHICLES THAT WILL BE USING THE ISSUED PERMIT(S). **IT WILL BE THE DUTY OF THE BUSINESS TO KEEP THE COUNCIL INFORMED OF ANY CHANGES TO THESE DETAILS.** FAILURE TO INFORM US OF A CHANGE OF VEHICLE MAY RESULT IN A PENALTY NOTICE BEING ISSUED.
3. IT IS THE HOLDER’S RESPONSIBILITY TO ENSURE THAT THE PARKING PERMIT IS CLEARLY DISPLAYED IN THE WINDSCREEN OF THE VEHICLE AT ALL TIMES WHEN USING THE CAR PARK. FAILURE TO COMPLY WILL RESULT IN A PENALTY NOTICE BEING ISSUED.
4. WHERE PARKING BAYS ARE PROVIDED THE VEHICLE MUST BE PROPERLY PARKED IN THE MARKED BAY AND NOT IN SUCH A POSITION TO CAUSE AN OBSTRUCTION. IT IS THE HOLDER’S RESPONSIBILITY TO ENSURE THAT THEY COMPLY WITH ANY REGULATIONS APERTAINING TO THE PARTICULAR CAR PARK IN WHICH THEY HAVE PARKED. RULES FOR THE USE OF PARKING SPACES ARE DISPLAYED IN EACH CAR PARK.
5. ILLEGAL OR FRAUDULENT MISUSE OF THE PERMIT(S) WILL RESULT IN THE PERMIT(S) BEING WITHDRAWN.
6. A MAXIMUM NUMBER OF PERMITS WILL BE AUTHORISED AT ANY ONE TIME -THIS LIMIT WILL BE SET BY THE COUNCIL.
7. PERMIT(S) WILL CEASE TO BE VALID AFTER THE DATE SHOWN ON THE PERMIT.
8. THE PERMIT(S) REMAIN PROPERTY OF EAST CAMBRIDGESHIRE DISTRICT COUNCIL AND MUST BE RETURNED IF NO LONGER REQUIRED OR IF REQUESTED TO DO SO BY THE COUNCIL.
9. A REPLACEMENT PERMIT (IN THE CASE OF A LOST OR ACCIDENTALLY DESTROYED PERMIT) WILL BE ISSUED AT A COST OF £10 PER PERMIT.
10. THE COUNCIL WILL ADMINISTER THE SCHEME AND WILL BE RESPONSIBLE FOR SETTING THE TERMS AND CONDITIONS.

 www.eastcambs.gov.uk