



**EAST CAMBRIDGESHIRE DISTRICT COUNCIL  
BUSINESS PERMIT SCHEME APPLICATION FORM: 2017/18**

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

**This application form should be completed fully and accompanied by the appropriate payment (cheque or postal order) and proof of Business Rates Registration.**

Applications may be submitted in person or by post to the Town Centres Team, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambs CB7 4EE or apply online at [www.eastcambs.gov.uk](http://www.eastcambs.gov.uk)

For full terms and conditions in respect of the Business Permit Scheme please see overleaf.

<b>Business Name</b>	
<b>Contact Name</b>	
<b>Address Incl. Postcode</b>	
<b>Telephone</b>	
<b>Email</b>	

<b>I WISH TO APPLY FOR:</b> (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 all employees’ vehicles that will be using the issued permits. **PLEASE NOTE** that it is the responsibility of the business to keep these details fully updated and inform the Council of any changes. Please attach a separate sheet as necessary.

<b>Registration Number:</b>	<b>Make/Model:</b>	<b>Colour:</b>

<b>I enclose: Cheque or postal order in full payment</b> (Payable to East Cambridgeshire District Council)	
<b>Proof of Business Rates Registration</b> (copy of recent Business Rates bill)	

In signing this application, **I agree to abide by all the conditions** detailed overleaf in the Full Terms and Conditions applicable to the use of the Business Permit. I understand that failure to comply will result in the Permit being revoked.

<b>Signed:</b>	<b>Date:</b>
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**THE USE OF A BUSINESS PERMIT IS SUBJECT TO THE FOLLOWING CONDITIONS:**

- (1) THE BUSINESS PERMIT ENABLES THE HOLDER TO PARK IN A LONG STAY CAR PARK PRIOR TO 8:30AM, AVOIDING THE EARLY MORNING PARKING RESTRICTIONS.
- (2) PERMITS MAY ONLY BE ISSUED TO BUSINESSES IN ELY CITY CENTRE REGISTERED FOR BUSINESS RATES; PROOF OF REGISTRATION WILL BE REQUIRED WHEN THE APPLICATION IS MADE.
- (3) **THE BUSINESS PERMITS ARE VALID ONLY IN THE ELY LONG STAY CAR PARKS (with the exception of Angel Drove) AS DEFINED IN THE CURRENT EAST CAMBRIDGESHIRE (OFF STREET PARKING PLACES) ORDER. THEY ARE NOT VALID IN ANY SHORT STAY CAR PARK IN ELY.**
- (4) THE ISSUE OF A PERMIT DOES NOT GUARANTEE THE HOLDER THE AVAILABILITY OF A CAR PARKING SPACE.
- (5) PERMITS WILL BE ISSUED UP TO A MAXIMUM OF 4 PERMITS PER BUSINESS.
- (6) PERMITS WILL BE CHARGED\* ON AN ANNUAL BASIS FROM **1 APRIL 2017 EXPIRING ON 31 MARCH 2018** ON AN ESCALATING SCALE PER PASS AS FOLLOWS:

<b>1st Permit @ £50 = £50.00*</b>	<b>3rd Permit @ £60 = £165.00 (£50 +£55 +£60)</b>
<b>2nd Permit @ £55 = £105.00 (£50 + £55)</b>	<b>4th Permit @ £70 = £235.00 (£50 +£55 +£60 +£70)</b>

(\*Charges include VAT)

- (7) PERMITS 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).
- (8) BUSINESSES WILL BE REQUIRED TO SPECIFY THE MAKE & MODEL, COLOUR AND REGISTRATION OF ALL EMPLOYEES' VEHICLES AUTHORISED TO DISPLAY A BUSINESS PERMIT. **IT WILL BE THE DUTY OF THE BUSINESS TO KEEP THE COUNCIL INFORMED OF ANY CHANGES TO THESE DETAILS.** FAILURE TO INFORM OF A CHANGE OF VEHICLE DETAILS MAY RESULT IN A PENALTY NOTICE BEING ISSUED.
- (9) **IT IS THE HOLDER'S RESPONSIBILITY TO ENSURE THAT THE PERMIT IS CLEARLY DISPLAYED IN THE WINDSCREEN OF THE VEHICLE AT ALL TIMES. FAILURE TO COMPLY WILL RESULT IN A PENALTY NOTICE BEING ISSUED.**
- (10) WHERE PARKING BAYS ARE PROVIDED THEN THE VEHICLE MUST BE PROPERLY PARKED IN THE MARKED BAY AND NOT IN SUCH A POSITION AS 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.
- (11) ILLEGAL OR FRAUDULENT MISUSE OF THE PERMIT WILL RESULT IN THE PERMIT BEING WITHDRAWN.
- (12) A MAXIMUM NUMBER OF PERMITS WILL BE AUTHORISED AT ANY ONE TIME -THIS LIMIT WILL BE SET BY THE COUNCIL.
- (13) PERMITS WILL CEASE TO BE VALID AFTER THE DATE SHOWN ON THE PERMIT.
- (14) THE PERMIT REMAINS THE PROPERTY OF EAST CAMBRIDGESHIRE DISTRICT COUNCIL AND MUST BE RETURNED IF NO LONGER REQUIRED OR IF REQUESTED TO DO SO BY THE COUNCIL.
- (15) REPLACEMENT PERMITS (IN THE CASE OF A LOST OR ACCIDENTALLY DESTROYED PERMIT) WILL BE ISSUED AT A COST OF £10 PER PERMIT.
- (16) THE COUNCIL WILL ADMINISTER THE SCHEME AND WILL BE RESPONSIBLE FOR SETTING THE SCHEME TERMS AND CONDITIONS.