

## Terms and Conditions

### Business and Visitor Parking Permit

1. Businesses may view the Controlled Parking Zone (CPZ) area detailing the roads and operational hours on our website.
2. Each Business may apply for up to two permits.
3. Business permits last for one year.
4. Businesses located in a CPZ may also apply for visitor parking permits.
5. Each business can be issued a maximum number of visitor permits per year and the time allowed varies depending on the sector the business is in. Further information can be found on our website
6. Current charges can be found below.

1st permit issued	£200.00
2nd permit issued	£200.00
If you require the permit to be amended or replaced there is an administration charge.	£25.50
Visitor Permits 10 scratchcards	£13.00

7. It is an offence to give false or misleading information. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and the permit will be withdrawn.
8. Havering Council has a duty to protect public funds and may use information the applicant provides to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public funds.
9. Havering Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 01708 432617. All calls are treated in the strictest confidence.
10. The address/property against which a business/visitor parking permit is applied for must:
  - fall within the boundaries of a Havering CPZ as defined by Havering Council;
  - not be a car free development (i.e. a property not entitled to apply for such a permit) as defined by the property's planning permission.
11. The vehicle against which a business parking permit is applied for must be registered to the business address, except where the vehicle is on long term hire/lease or belongs to the applicant's employee.
12. The vehicle against which a business parking permit is applied for must not
  - Carry more than 12 passengers exclusive of the driver
  - Exceed 2.3 metres in height
  - Exceed 1.83 metres in width

13. The applicant will support their business parking permit application by providing the documentation outlined in the business parking permit application form and will produce such evidence if requested to do so by a Council Officer when renewing a permit.
14. A Business parking permit is only valid for use in designated bays/spaces ie marked business bays, business/resident bays or bays marked for permit holders only within the CPZ displayed on the permit. The vehicle must be parked completely within the bay/space otherwise a Penalty Charge Notice may be issued.
15. If an appropriate permit bay/space is unavailable, a business/visitor parking permit does not entitle a driver to park in Pay & Display spaces, car parks or where other parking restrictions are in force.
16. The Council is not able to allocate specific parking places to individual businesses and the issue of a permit does not guarantee that a space will always be available.
17. It should be noted that an offence of obstruction may be caused if a vehicle is parked so as to block a properly constructed vehicle crossing over the footway. The Council has the powers to withdraw a permit from a resident who persistently obstructs someone from gaining access to or egress from their property.
18. A business/visitor permit must be displayed so that it is clearly visible from the front or nearside of the vehicle. Failure to clearly display a permit may result in a penalty charge notice being issued. Please note you do not need to display a permit in your vehicle in a CPZ outside of the restricted times.
19. A visitor parking permit is only valid if completed and displayed as per the guidelines on the permit.
20. A visitor permit can only be used once. No alterations are allowed. Any alterations will make the visitor permit void and could result in a Penalty Charge Notice being issued.
21. You can display more than one visitor permit to cover the period of visitor parking that is required.
22. Visitor permits are not for resale and any person found to have sold them on to a third party may have their entitlement to visitor permits revoked for one calendar year.
23. Parking permits issued by Havering Council remain the property of the council and an applicant is required to return any such permit(s) to them if requested to do so by a council officer or somebody authorised by the council.
24. The applicant will notify Havering Council of any changes in their personal circumstances which may affect the validity of the business parking permit including but not limited to a sale/disposal of the vehicle.
25. If the applicant no longer owns the vehicle to which the permit has been issued or if they move address, they must return the permit to the council

and the permit will be cancelled. Alternatively, the permit can be transferred to the applicant's new vehicle or address (if still within a Havering CPZ) on payment of the current administrative charge.

26. The applicant is solely responsible for renewing their business parking permit before it expires.
27. If a business parking permit is lost or stolen a new permit can be issued for the remaining period if the applicant is able to provide a crime reference number from the police, subject to payment of the current administration charge.
28. If a business parking permit is damaged, a new permit can be issued for the remaining period if the applicant is able to provide the damaged permit, original documentation as outlined in the application form and payment of the current administration charge.
29. There is an administration charge for processing refunds of resident permits. Refunds are calculated in respect of the unused period per whole calendar month. To apply for a refund, applicants should return the original permit by post to **London Borough of Havering, Customer Services, Town Hall, Main Road, Romford RM1 3BB** with a letter explaining why they would like a refund.
30. Visitor permits are not refundable.
31. The council takes no responsibility for permits lost in the post.
32. Vehicles displaying a valid Disabled Person's badge can park without charge or time limit in a residents/dual use parking place provided that the vehicle is being used by a disabled driver or has set down or is due to pick up a disabled passenger.
33. Any vehicle can wait within a parking place without displaying a permit provided that it is actually picking up or setting down passengers, or is being used for loading/unloading purposes. **These actions must be seen to be taking place.**
34. On occasions the Council may suspend the whole or part of a parking place but this will only be done for certain specific reasons when absolutely necessary. Please ensure your vehicle is not parked in a place where parking has been suspended, as you may be issued with a Penalty Charge Notice and your vehicle may be removed.
35. Business/Visitor permits must not be used by a business or visitor to carry out the sale of goods or services.