

## **Borough Wide Business Permit and Utility Permit Guidance Notes**

### **What is a borough wide business permit?**

A borough wide business permit allows those who operate a business or carry out work within the borough to park in a residential or shared use parking throughout the London Borough of Haringey.

### **Who is entitled to a borough wide business permit?**

Those people who can demonstrate that they require parking throughout the borough a vehicle for the successful undertaking of their business are eligible for a borough wide business permit. This includes those involved in building maintenance, whether it applies to private or public sector housing/buildings.

### **What is a utility permit?**

A utility permit is only available to utility companies that carry out work throughout the borough. Utility companies have to apply for a utility permit; they cannot apply for a business permit.

### **How do I apply for a permit?**

Applications for a borough wide business permit or a utility permit must be made by post or email. To apply by post, please fill out the application form below and send it to: Permits Department, 3rd Floor, Alexandra House, 10 Station Road N22 7TR.

A copy of the vehicle logbook, proof of the business location and a business case must be provided when applying. Not supplying them will result in a delay in processing your application.

### **Where can I park with a borough wide or utility permit?**

A Borough wide business permit or Utility permit entitles you to park in a residential or shared use parking (residential and Pay and Display) throughout the London Borough of Haringey. Please be aware that having a permit does not guarantee you a place to park.

### **How do I display my permit?**

Your permit must be displayed clearly in your windscreen so that a Civil Enforcement Officer can see it.

### **What if I change my vehicle?**

If you change your vehicle, you will need to return your old permit with proof of your new vehicle, in conjunction with a letter on headed company paper confirming the change of vehicle. There is an administration charge for each time that the permit is changed if the CO2 emission is in the same band.

If your new vehicle falls into a different emission band a new application will also have to be completed and we will issue you with a pro rata refund on your old permit once received.

### **Will I get my money refunded if I return the permit?**

If you no longer require the permit, a pro rata refund will be issued for each full, unused month left on the permit. The old permit must be returned to obtain this refund.

### **Lost, stolen or damaged permits**

Lost or damaged permits will be an administration charge payable per permit. Stolen permits will be replaced free of charge as long as crime reference number is provided.

### **What documents are required with the application form?**

Please ensure you provide:

- Proof of your business location. If it is outside of Haringey, please provide a signed letter confirming that you undertake work within Haringey.
- Proof of vehicle ownership, such as a copy of the logbook.
- A business case outlining why a vehicle is necessary for the successful operation of the business. This business case must be provided on headed paper.

Please be aware that you must provide a business case with this application form detailing why the permit is required. The Council will not issue a business permit to allow a person to commute to their work place; it must be demonstrated why the permit is necessary for the operation of the business.

### **Payment**

You can pay by cheque or postal order if applying by post. Please ensure the payment you provide is correct, based on your banding of the vehicle. Please see our website for further details prices <http://www.haringey.gov.uk/parking-roads-and-travel/parking/parking-permits/borough-wide-and-utility-permits>

## Borough Wide & Utility Permit Application Form

### Type of Permit you are applying for - Section 1

- Renewal of my existing permit; permit ID
- A Borough Wide Permit
- A Utility Permit
- A Replacement Permit because I have changed my vehicle (please return existing permit)
- A Replacement Permit, because my permit has been lost or stolen. The crime reference number is \_\_\_\_\_

### Category of Permit Required –Section 2

Contact Name  Position

Name & Address of organisation

Telephone Number  Fax Number

Email Address

### Vehicle Details – Section 3

Registration Number  Date of registration

Vehicle Make  Vehicle Model  CO2 Emission

Please see the website for cost <http://www.haringey.gov.uk/parking-roads-and-travel/parking/parking-permits/borough-wide-and-utility-permits>



**Payment Details –Section 6**

Total Amount Payable: £ :

Please make cheques payable to London Borough of Haringey.

Cheque (please attach with application)

Invoice Number/Code .....

Invoice Address .....

**Any changes to the permit will incur an administration fee.**

**Declaration:**

I certify that the above information I have given is correct and that the vehicle is under 2.27m in height and less than 5.25 metres in length. If my vehicle is found to be longer than this I may have my permit revoked.

Please note that Haringey Council is responsible for protecting public money and may use the information you have provided to detect fraud. It may also share the information with other public organisations for the same reason. You could face prosecution if you make a false statement on this application form and leave yourself open to disciplinary action.

Signature of applicant: .....

Date: .....

Name of company director or authorized officer: .....

I confirm that the individual named in section 2 requires a permit to carry out their role.

Signature: .....

Date: .....