



# Winchester

## City Council

### **Business Staff Permit** **Application Form (Zones F & V)**

#### **Access & Infrastructure**

Parking &  
Concessionary Travel  
City Offices  
Colebrook Street  
Winchester  
Hampshire SO23 9LJ  
**tel** 01962 848 346  
**fax** 01962 865 387

Telephone calls may be recorded

**e-mail** [permits@winchester.gov.uk](mailto:permits@winchester.gov.uk)  
**website** [www.winchester.gov.uk](http://www.winchester.gov.uk)

Please complete this form if you are an owner/manager of a business wishing to apply for, or renew, a Parking Permit for staff/employee use. Applications may only be made by businesses whose premises are situated in permit zones **F** and **V**.

Permit users must park in accordance with normal parking regulations. In particular, during controlled hours, they may only park in designated resident permit parking bays. Vehicles must not park on the pavement or block other resident's driveways. **The permit is not valid in any of the city car parks.**

It is a requirement of the regulations that the permit is displayed on or adjacent to the nearside (i.e. passenger's side) of the front windscreen, in such a manner that the particulars are clearly legible from outside of the vehicle.

These permits do not allow parking in contravention of yellow "No Waiting" lines and failure to comply with any of these conditions may result in the issue of a Penalty Charge Notice. On street parking in Winchester, particularly in the city centre, is very limited and the provision of a permit will not guarantee that a space will always be available in the desired location.

**In applying you accept responsibility for explaining the conditions of use for the permits to the users.**

#### **How to obtain your Permit**

- Complete the application form on the reverse of this document.
- Read and sign the Declaration.
- Submit the whole completed form together with payment and a necessary document as detailed in the following section, to Parking & Concessionary Travel, Winchester City Council.
- Your Permit will be posted to you following production.

#### **Documents required to be supplied**

To satisfy us of your entitlement to permits you must provide a suitable document with your application showing the Business name and address at which you are applying for a permit.

This could be your most recent NNDR Tax Demand or a utilities bill issued to the business within the last three months.

#### **How to pay**

If you are delivering your application in person to Winchester City Council, payment may be made by chip and PIN with a credit/debit card, postal order, cheque (**payable to Winchester City Council**) or by cash.

For postal applications, please send either a cheque or postal order (**payable to Winchester City Council**). Please do not send cash by post.

#### **Send to:**

Parking & Concessionary Travel  
Winchester City Council  
City Offices  
Colebrook Street  
Winchester  
Hants  
SO23 9LJ

#### **Or deliver in person:**

Parking and Concessionary Travel  
counter at Winchester City Council,  
Colebrook Street, Winchester.

#### Opening times are:

9.00am - 4.00pm Mondays to Friday

1) APPLICANT'S DETAILS		OFFICE USE ONLY	
<b>Mr/Mrs/Miss/Ms:</b> _____	<b>Forenames:</b> _____	<b>Customer Number:</b>	
<b>Surname:</b> _____	_____		
<b>Position/Title Held</b> _____	_____	<b>DOI:</b>	
<b>Business Name</b> _____	_____		
<b>Address:</b> _____	_____	<b>INIT:</b>	
_____	<b>Post Code:</b> _____	<b>T.R. No:</b>	
<b>Contact Number(s):</b> _____	<b>Fax:</b> _____	<b>Streamline Slip No.: (if applicable)</b>	

2. BUSINESS STAFF PERMIT REQUIREMENTS			
Please state how many you require:	Total Cost:	Permit No. to be renewed (if applicable)	OFFICE USE ONLY
@ £300.00 per permit	£	1..... 2..... 3..... 4..... 5..... 6.....	<b>Permit Numbers:</b>  1. 2. 3. 4. 5. 6.  Start:  Expiry:
<b>Total</b>	<b>£</b>		

\*\*\*\*Declaration (this section must be completed for the application to be considered)\*\*\*\*

The following conditions apply to the issuing of Business Staff Permits: -

I **declare** that

- The Business is situated at the address given within this form and is within either permit zone F or V.
- I understand that it is the responsibility of the business to apply for renewal of any Business Staff Parking Permit, when necessary.
- The permit will only be used by bona fide employees of the business
- I am aware that the Permit does not guarantee the holder a space on-street.
- I acknowledge that the permit may be withdrawn if the conditions of issue are contravened.
- I understand that if the business no longer require the Permit, the business shall be entitled to apply for a refund calculated pro rata for each full month unused, at time of receipt by the Winchester City Council, of the surrendered Permit.
- I understand that if any application for renewal of Permit is not made prior to the expiry date printed on the Permit, then the Permit should not be used after its expiry, and any use may be subject to the issue of a Penalty Charge Notice.
- I acknowledge that there is a Permit duplication cost of £10 in the case of loss, damage, mutilation or theft of the Permit and that any duplication is at the discretion of Winchester City Council.
- I acknowledge that the Council may withdraw any Permit should any cheque, cash, credit/debit card or electronic transfer from the payee, as payment of the appropriate fee for the Permit, be subsequently dishonoured.
- I understand that the Council will not accept liability for any original documents sent by post, if there is a failure in delivery.
- I understand that Winchester City Council reserves the right to change these conditions by one-month notice.
- The contents of this form are true and accurate to the best of my knowledge and belief and I understand and accept that if I have stated anything which I know to be false, or do not believe to be true, I may be liable to prosecution.

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information visit [www.winchester.gov.uk](http://www.winchester.gov.uk)

Signature of Permit Applicant

Date: