



Residents' Parking Scheme Application Form for Business and Customer Permits

Use this form if you run a business or are applying on behalf of a charity, school, place of worship or other community organisation in the Clifton Village RPS area

Section A: Contact details

Your name:

Your position in the organisation:

Name of organisation:

Address of business/organisation:

.....

.....

Post Code:

Phone:

Email:

Section B: Permits

Please tick or mark **X** in the box that best applies to your organisation:

- Small business eligible for small business rate relief (SBRR) based on a rateable value of less than £18,000 ☐
- Business that does not qualify for SBRR ☐
- School, registered charity or place of worship ☐
- Hotel ☐
- Conference venue ☐

- Landlord/Property owner ☐ https://www.bristol.gov.uk/en_US/parking/schools-community-groups-and-landlords

Please note that if your business premises consist of more than one type of organisation, permit eligibility will be based on the primary purpose of the premises. This will be determined by the council.

Section C: We need to confirm that your business/organisation is registered to an address within the scheme

Please tick or mark **X** in the box if you consent to us checking the details of your business/organization on the Council Tax database (*you will not need to submit any further proof of address if you do*).

☐

OR provide a copy of **one** of the following:

- Non domestic rates bill
- Correspondence/documentation that proves you own or rent the property for business purposes (e.g. solicitor, estate agent or building society letter) and you'll be responsible for the payment of the non-domestic rates bill.

Section D: Small business eligible for SBRR*

You can apply for up to three permits in any combination of customer or business permits.

Please state how many permits you are applying for:

Business

Customer

*Please include a photocopy of documentation confirming you are in receipt of SBRR.

Section E: Business not eligible for SBRR

You can apply for up to seven permits in any combination of customer or business permits*

Please state how many permits you are applying for:

Business

Customer

* Some organisations may be eligible for more than this depending on how many full time equivalent employees they have and how much parking is available nearby. To check your eligibility, please read the guidance notes on the Clifton Village web page or contact Parking Services.

Section F: School, registered charity or place of worship*

You can apply for up to seven permits in any combination of customer or business permits**

Please state how many permits you are applying for:

Business

Customer

*Please include a photocopy of documentation confirming you are a school, registered charity or place of worship in order to be eligible for discounted permits.

**Some organisations may be eligible for more than this depending on how many full time equivalent employees they have and how much parking is available nearby. To check your eligibility please read the guidance notes on the Clifton Village web page or contact Parking Services.

Section G: Hotel

You can either apply for one permit for every two guest rooms in the hotel or apply under the criteria for Section E.

Please tick a box here to show how you would prefer your eligibility to be calculated:

By room numbers* ☐ Under Section E** ☐

*Please provide official documentation that demonstrates the number of guest rooms available.

**Eligibility depends on how many full time equivalent employees you have, number of rooms and how much parking is available nearby. To check your eligibility, please read the guidance notes on the Clifton Village web page or contact Parking Services.

Section H: Conference venue

You can either apply for permit numbers equivalent to 20% of the venue's average capacity or apply under the criteria for Section E.

Please tick a box here to show how you would prefer your eligibility to be calculated:

By average capacity* ☐ Under Section E** ☐

*Please provide official records showing the attendance at each event over the previous six months.

** Eligibility depends on how many full time equivalent employees you have, average capacity and how much parking is available nearby. To check your eligibility, please read the guidance notes on the Clifton Village web page or contact Parking Services.

Section I: Vehicle details

Business permits are intended for specific operational vehicles that are insured for business use and can carry two registration numbers. Please provide a **COPY** of **ONE** of the following for each vehicle:

☐

A copy of page two of the vehicle registration document naming the organisation as the keeper of the vehicle.

☐

A copy of the lease for the vehicle naming the organisation as the leasee. This must include the registration number, make and model.

☐

A copy of page two of the vehicle registration document AND vehicle insurance document showing that the vehicle is insured for business use and a letter on company headed paper confirming that the vehicle is used for business operation.

Section I continued

First permit vehicle	registration 1:
	registration 2:
Second permit vehicle	registration 1:
	registration 2:
Third permit vehicle	registration 1:
	registration 2:
Fourth permit vehicle	registration 1:
	registration 2:
Fifth permit vehicle	registration 1:
	registration 2:
Sixth permit vehicle	registration 1:
	registration 2:
Seventh permit vehicle	registration 1:
	registration 2:

Cont. Overleaf

Section J: Declaration

- I declare that, to the best of my knowledge, all the information I have provided is correct
- I undertake to surrender the permit(s) if the business/organisation ceases to operate at the confirmed address given in Section B, or cease to keep or use the vehicle(s) shown in Section C
- I certify that the business/organisation is not already the holder of more than 7 business/customer permits issued by Bristol City Council
- I understand that the business/organisation must promptly inform Bristol City Council of any other changes that may affect the entitlement to a permit
- I understand that any customer permits issued to the business/organisation can only be used by visitors/customer of the business/organisation
 - I certify that the business will not charge guests/patrons/customers for the use of a customer permit, unless the charge is fully refundable
- The council is under a duty to protect the public funds it administers and to this end may use the information you have provided 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 see www.bristol.gov.uk/nfi or contact the Permits Team on 0117 922 2600.

Please print your name:

Signature:

Date:

Section K: Make your payment

**It is important that you pay for your permit (if applicable) before submitting this form.
Failure to do so will cause a delay to your application.**

- ☐ Online at <https://www.bristol.gov.uk/pay> your reference number is the Unique Property Reference Number (UPRN) for your business address. This can be found at https://www.bristol.gov.uk/en_US/my-neighbourhood-search
- ☐ Cheque or Postal Order made out to Bristol City Council. Please write your business name, address and Unique Property Reference Number on the back.
- ☐ Quarterly Instalments. Please use one of the above methods to make your quarterly payment. Please note that this is not a recurring payment so your permit will need to be renewed each quarter.

Section L: Checklist

1. Either ticked the box in **Section B** to allow us to check the Council Tax records or provided one of the listed documents as an alternative. We need to establish that your business is situated within the scheme area and is responsible for the Non-Domestic Rates bill.
2. If applying for a Business permit you have provided (1.) a **copy** of **Page 2** of the V5C or the Lease Agreement and (2.) a **copy** of the insurance certificate showing that each vehicle is insured for business use.
3. Signed the declaration in **Section J**.
4. Made the relevant payment according to the instructions in **Section K**

Section M: How to submit your application

Once you have completed this form please visit <https://www.bristol.gov.uk/rpsdocuments> and follow the on screen instructions.

Please have all of the supporting documents listed in **Section L** ready at this stage and ensure that any payment has been made. This will submit your application instantly. You will receive a confirmation email once successfully submitted.

Alternatively you can print the form and send it along with your supporting documents to:

Bristol City Council (Permits)
Parking Services
PO Box 3399
Bristol BS1 9NE

We aim to process all applications within 15 working days of receipt of a fully completed application. Please allow extra time if submitting an application by post.

If you are unable to supply all of your supporting documentation at this stage you can still submit your application and then provide the documents when possible using <https://www.bristol.gov.uk/rpsdocuments>

If you submit an application without all of the supporting documents we will register the application and send an email informing you of what we require to issue the permit. Your application will be kept on file for 28 days from the date of the email.

Section N: Privacy

If you would like more information about how we collect and use your data please read our Privacy Policy online at <https://www.bristol.gov.uk/rpsprivacynotice> or contact: Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, PO Box 3399, Bristol, BS1 9NE or email: dataprotection@bristol.gov.uk

Section O: Translations and other formats

If you would like this information in another language, Braille, audio tape, easy English, BSL video or CD rom or plain text, please contact us at the following web page:
<https://www.bristol.gov.uk/contactrps>