

## **Business permits – Enfield Council terms and conditions**

### **1. Business Permit information**

#### **Definition of a business parking permit**

A business parking permit is intended for use only by the permit holder to enable them to park in business or shared-used parking bay during the prescribed period for their stated zone.

The permit must be displayed when parking in a parking place during the restricted hours. The display of the permit must be to the front or near side of the vehicle.

#### **Business permit prices**

Please check the Parking page on the website for business permit prices.

### **2. Who can apply and what needs to be provided**

#### **Who can apply**

A senior legally authorised signatory (such as company secretary or director only) - no individual applications can be made on behalf of an employer.

#### **Which organisations qualify**

The council will issue business parking permits to organisations:

- which occupy premises within the permit zone
- which own a vehicle that does not exceeds 2.28 metres in height and 5.25 metres in length and does not carry more than twelve passengers (exclusive of the driver) and not draw a trailer.
- which do not already hold 8 current business permits (1 for the South Edmonton Event Day Controlled Parking Zone (CPZ). A maximum of 8 permits may be issued to a business in all CPZs except the South Edmonton Event Day CPZ where only 1 permit may be issued.

A 'business user' occupies premises within one of the controlled parking zones and uses such premises for non-residential purposes, or an employee of that business.

#### **Proof of business address within the zone**

The applicant must produce proof of occupancy of the business address specified on the application form. Suitable evidence would be a current business rate demand and a London Borough of Enfield receipt of payment

### **3. Employee/Staff vehicle details and what needs to be provided**

The Vehicle Registration Document (VRD) of the permit applicant must be produced both initially and on every renewal of the permit.

If the vehicle is owned by a leasing or hiring company, the lease/hire agreement is required.

The Parking Contractor will not issue permits for company cars (see description above) unless the permit holder is an employee of that company.

### **4. Prevention of fraud**

To ensure the integrity of the permit scheme, the Enfield council may undertake sample checks to verify applicant's details, including requesting copy documents where appropriate. Your information may be shared with third parties such as NSL for the purpose of processing a permit and the prevention of fraud. If you would like more information about how we use your data, please read our Privacy Policy - <https://new.enfield.gov.uk/privacy-notice/> which also contains how to control your personal data and your rights.

### **5. How long can I have my permit for?**

The scheme uses permits which are available for a period of 36 months for the South Edmonton Event Day CPZ and 12 months for all other zones with the exception of Enfield Town, Enfield Town Sub Zone A, Edmonton South, Enfield College All Day and Southgate All Day where a quarterly permit is available, and which must be valid when parking in a parking place during restricted hours.

#### **Length of permit and renewals**

The permit can be valid for 3, 12 or 36 months depending on the zone; from the date of issue.

It is your responsibility to renew the permit on its expiry.

## **6. Where can I use my permit?**

Business permit holders may park their vehicles in any available space in a business parking place or, where appropriate a shared use parking place, in the controlled parking zone indicated on the permit during the restricted hours, provided that a valid permit is displayed for the applicable zone.

Business permits are not valid for the residents parking places.

Business permits do not allow parking on:

- Single or double yellow lines
- Disabled bays
- Bays reserved for doctors, taxis, etc.
- Pay and display bays
- Across dropped kerbs
- Loading ban (yellow lines with kerb marks)
- Bus stops
- Footways/grass verges
- School entrance zig zags during restricted hours
- Pedestrian crossing zig zags
- Suspended parking bays

The council may suspend parking facilities for various reasons. The suspension notice will usually be erected the day before the suspension is due to commence. Whenever possible longer notice will be given.

Visitor's parking cards are not available to businesses.

## **7. Changes to any details and refunds**

### **Change of address or vehicle, including temporary or courtesy vehicles**

A change of address should be notified in writing to the Parking Contractor as soon as possible.

A new permit can be issued when a vehicle is changed either temporarily or permanently, **as long as the existing permit is returned**. Applications for change must be notified to the contractor, enclosing proof of new/temporary ownership of vehicle. There is a charge of £20 for replacement permits, for permits which have been lost, stolen or defaced.

If a permit has been stolen and a police crime reference number or confirmation from insurers is received then the permit will be reissued free of charge.

Permits cease to be valid when the business ceases to reside within the appropriate controlled parking zone.

### **Change of address or vehicle, including temporary or courtesy vehicles**

You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued.

If there is a vehicle change, this will need to be amended immediately.

### **Refunds**

If you wish to cancel your permit, a refund can be made upon surrender of the physical permit to NSL Services at the Parking Shop.

## **8. Important information**

**Please note:**

1. It's a criminal offence if, with intent to deceive, one knowingly makes a false statement or mishandle or forge documents to get a business parking permit for yourself or others. The council may prosecute under the Theft Acts or other relevant criminal legislation.
2. Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued (PCN).
3. Any vehicle that is not displaying a valid permit may be issued a Penalty Charge Notice.
4. The council reserves the right to withhold or withdraw a permit.
5. Businesses are not permitted to sell or transfer a permit to other parties.
6. If an application has been made fraudulently, the permit will be revoked immediately and the associated vehicle will become subject to enforcement.
7. Permits will not be issued to vehicles with outstanding unchallenged Penalty Charge Notices (PCN's).
8. A permit does not guarantee a parking space.
9. The responsibility for renewals rests with the permit holder.

Detailed information relating to the position/location of parking places and other related matters can be obtained from the London Borough of Enfield, Regeneration and Environment or visit online at <https://new.enfield.gov.uk/services/parking/parking/controlled-parking-zones/>