

BUSINESS PERMIT

1. Business permits are issued for 6 months at a cost of £300 or for 3 months for £150
2. Newham Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please call 0800 052 2420. All calls are treated in the strictest confidence.
3. 5. It is an offence to give false or misleading information. If the applicant does, they may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by one or more of the terms and conditions herein may lead to prosecution and they could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both.
4. Newham Council and/or its agents may use the information provided by the applicant to satisfy itself that the applicant is eligible for the business parking permit and/or to prevent and detect fraud.
5. Newham Council has a duty to protect the public money it deals with 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 money.
6. 9. The address/property against which a business parking permit is applied for must:
 - a. is the applicant place of work
 - b. fall within the boundaries of a Newham residential parking zone (controlled parking zone) as defined by Newham Council; and
 - c. 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.
7. The vehicle against which a business parking permit is applied for must be registered with the DVLA in the UK and is used by the applicant for business purposes.
8. The vehicle against which a business parking permit is applied for must:
 - a. be roadworthy;
 - b. have a valid road fund licence (road tax) cover throughout the life of the permit; and
 - c. be insured in accordance with UK law.
9. The vehicle against which a business parking permit is applied for must not exceed 2.3 metres in height and/or 5.3 metres in length. Any business parking

permit displayed in a vehicle which exceeds this height and/or length restriction will be invalid.

10. If required, the applicant will support their business parking permit application by providing the documentation outlined in the business parking permit application form.
11. In order to confirm proof of business address and to reduce instances of fraudulent applications, an authorised officer of Newham Council may ask to visit the business premises before or after issuing a permit. If such an inspection is refused, Newham Council may refuse issue or withdraw the permit.
12. The applicant will notify Newham Council of any changes in their personal circumstances which may affect the validity of the business parking permit including but not limited to:
 - a. No longer working for the business and/or
 - b. sale or disposal of the vehicle.
13. Parking permits issued by Newham Council remain the property of the council and an applicant is required to return any such permit(s) to them if asked to do so by a council officer or somebody authorised by the council.
14. A business parking 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.
15. A business parking permit is only valid for use in designated bays/spaces (either permit holder only bays or shared use bays that can be used by both permit holders and motorists purchasing a pay and display ticket) within the residential parking zone (controlled parking zone) displayed on the permit. The vehicle must be parked completely within the bay/space otherwise a penalty charge notice may be issued.
16. If an appropriate permit bay/space is unavailable, a business parking permit does not entitle a driver to park where other parking restrictions are in force.
17. The council reserves the right to withdraw, invalidate or refuse to issue a permit if:
 - a. the permit holder or any person using the permit threatens or physically attacks a civil enforcement officer, police officer or authorised officer of the council (such behaviour may also result in the applicant being barred from council premises);

- b. the permit holder or any person using the permit fails to comply with a reasonable request from a civil enforcement officer, a police officer or an authorised officer of the council in respect of their behaviour or usage of any permit issued by the council;
 - c. it becomes apparent that a permit issued by the council is improperly held or is being improperly used;
 - d. there is any default in payment of the council's appropriate charge for the permit; and/or
 - e. the vehicle against which the permit has been issued has three or more outstanding penalty charges which have reached the stage where the statutory rights of appeal have been exhausted.
18. If the applicant transfers or sells the vehicle to a new keeper or ceases employment for the business and/or the business moves out of Newham, the permit will no longer be valid.
19. If the applicant no longer owns the vehicle to which the permit has been issued or you cease employment for the business and/or the business moves out of Newham, they must return the permit to the council if required. The permit will be cancelled.
20. The applicant is solely responsible for renewing their business parking permit before it expires. The applicant can renew their permit up to 6 weeks prior to its expiry date. Permit renewals are subject to the same requirements as a new application.
21. The council will usually warn you if on-street parking is going to be disrupted or suspended, although this is not always possible. In such circumstances, warning notices will normally be put up 48 hours in advance at the relevant parking bays. Emergency suspensions may be introduced at any time of day. 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.
22. Newham Council does not accept business parking permit applications by post and accepts no responsibility for any document loss or damage which occurs in transit to or from the council.
23. There is a £5 administration charge for processing refunds. Refunds are calculated in respect of the unused period per whole calendar month. Applicants can only apply for a permit refund where the value of the unused period is equal to £10 or more. To apply for a refund, applicants should return the original permit by post with a letter explaining why they would like a refund and where the refund should be posted to: Newham Parking Permits, PO Box 62484, London E16 9AU. Refunds take up to 28 days to process.

24. The council takes no responsibility for permits lost in the post.