



Residents Parking Scheme Application Form for a Traders Permit

Use this form if you are a trader operating one of recognised trades in Section B

Section A: Contact details

Your name:

Your position in the business:

.....

Name of business:

.....

Address of business:

.....

.....

.....

Post Code:

Phone:

Email:

Section B: Trade activity

Please indicate which trade activity or activities you undertake:

Aerial fitting	Joinery
Bathroom fitting	Kitchen fitting
Building	Masonry
Carpentry	Painting
Carpet fitting	Plumbing
Decorating	Roofing
Electrical installation & maintenance	Tiling
Gardening	Tree surgery
Gas fitting/ installation	Window installation
Insulation installation	

Section C: Confirmation of trade activity

All applicants **must** provide a **copy** of their Professional Indemnity Insurance or Public Liability Insurance in the name of the business **and one** of the following:

- Confirmation of the nature of your trade (for example, advert, letterhead, invoice)
- Company Registration Number

If you are unable to provide the above, please provide any evidence you wish us to consider in support of your application.

Section D: Permits requests

- a) You can have up to 75 non-vehicle specific scratch cards which are valid for one day only once scratched off. These are sold in books of 25 @ £73 per book, up to a maximum of three books per year. These cards are not transferable.

Number of books you require:

- b) You can apply for vehicle specific permits @ £224 per year (each permit can contain two vehicle registration numbers **but can only be used in ONE vehicle at any one time**).

1st permit vehicle registration 1:

1st permit vehicle registration 2:

2nd permit vehicle registration 1:.....

2nd permit vehicle registration 2:.....

You can continue on a separate sheet if necessary

- Please provide a **copy** of page 2 of vehicle registration (V5C), or a copy of the lease agreement for each vehicle you require a permit for (vehicles with a maximum laden weight exceeding 3.5 tonnes are not normally eligible for permits)
- Copies of vehicle insurance documents showing the vehicle/s are covered for business use.

Section E: Payment Options

- Online at www.bristol.gov.uk/pay
- Cheque or postal order made payable to Bristol City Council (write your name and address on the back)
- Cash at a Citizen Service Point, details at www.bristol.gov.uk/csp
- Quarterly instalments (please pay using one of the above methods) Please ensure that you upload your payment receipt to www.bristol.gov.uk/rpsdocuments

If you pay by quarterly instalments we will send you a permit that lasts for three months and will send you a new permit for the following quarter once we receive your next payment. Please contact Parking Services for more details.

Section F: 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 ceases to operate, or cease to keep or use the vehicle(s) shown in Section D
- I understand that the business must promptly inform Bristol City Council of any other changes that may affect the entitlement to a permit
- 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:

If you would like to know more about how, why or when we might share your information, or to receive a copy of the information we hold that relates to you, please see section H below.

Section G: Before you return the form to us please check that you have:

1. Ticked one or more boxes in **Section B**
2. Provided a copy of your professional indemnity or public liability insurance in **Section C**
3. Provided confirmation of the nature of your trade (for example, advert, letterhead, invoice) and/or Company Registration Number in **Section C**
4. Completed **Section D** and provided a copy of the V5C for every vehicle that needs a permit along with insurance details for each vehicle
5. Signed the declaration at **Section F**
6. Either enclosed payment **or** made arrangements to pay at a Citizen Service Point (CSP)

Section H: What to do now

Once you have completed this form you can submit it via our website by visiting www.bristol.gov.uk/rpsdocuments and following the instructions. Alternatively print it out and send it back to us at:

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

Section H: 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 3176, Bristol, BS3 9FS or email: dataprotection@bristol.gov.uk

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: parking.permits@bristol.gov.uk or call us on 0117 922 2600