



**APPLICATION FOR REGISTRATION OF ENTITLEMENT TO  
CONTROLLED PARKING ZONE (CPZ) HOTEL AND GUEST HOUSE  
SCRATCHCARD PERMIT SCHEME**

The scratch card permits are to be used if visitors are intending to stay at your property for longer than the permitted time dictated by the relevant street signs.

**Please complete all sections** and return form to: Permits, PO Box 299, Beverley, HU17 6FH. Alternatively visit your nearest Customer Service Centre who will check your documents and forward your completed application form to the Permits Office. Telephone number for enquiries 01482 395411. Renewals should include existing Card Number. (Registration Card will be sent to business address)

**Is this:**

- An application for a new registration card?
- To renew an existing registration card? Existing Card Number \_\_\_\_\_

**Name and Address of Owner**

Title (i.e Mr, Mrs, Miss, Ms): \_\_\_\_\_ Surname: \_\_\_\_\_

First names (in full) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address \_\_\_\_\_

Tel Home: \_\_\_\_\_ Tel Work: \_\_\_\_\_

Mobile: \_\_\_\_\_

**Name and Address of Hotel/Guesthouse/Holiday Property**

Name of Business \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Number of Registered Rooms/Holiday Flats: \_\_\_\_\_

**Proof of Business**

I enclose a business letterhead and VAT number (if applicable)

For Office Use: CSC Attach photocopy of original document <input type="checkbox"/>
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## Information and Guidance Notes

All applicants must enclose proof of their residency within the CPZ zone.

- Please ensure your visitors are aware that permits are **not** valid on any of the Council's Pay and Display Car Parks, or any other location outside of the CPZ area.
- A registration card will be issued to the above named on payment of £15.00 fee. Please note that a registration card is only valid for 12 months from the date of issue.
- Permits are valid up to 10am on the day after the expiry day.
- Permits are only valid when used by persons staying at the property issuing the permit.
- Permits must not be used by owners or staff of hotel/guesthouse accommodation.
- Permits do not give an exemption to any other parking restriction.
- The issue of a permit does not guarantee the holder a space to park, nor does it render the Council subject to any liability in respect of loss or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
- The use of parking places may be suspended by police officers, parking attendants or duly authorised Council Officers.

**Misuse of a permit or failure to comply with these instructions invalidates the permit and may result in permits being withdrawn.**

## Instructions to Visitors & Guests

- With a coin, scratch out panels from each of the following sections on the day of arrival
  - One Year
  - One Month
  - One Date (only scratch off the start date)
  - The permit is only valid for seven consecutive days including the start date.
- Write the vehicle registration number(s) in the box provided. This permit is transferable within the seven consecutive days between a maximum of three separate vehicles. Only **one** vehicle is entitled to use the permit at any given time.
- Write details of where you are staying/visiting in the relevant box, i.e.house number and street name of the property visited.
- The permit must be placed on the dashboard with the scratchcard panels clearly visible from the side of the vehicle which is nearest the kerb.
- The permit must be displayed between the hours stated in the CPZ Order, as relevant signs dictate.

**Misuse of a permit, or failure to comply with these instructions invalidates the permit and may result in permits being withdrawn.**

Signature .....

Date .....

Print Name .....

Data Protection: I, the above, understand that you will use the personal information I have given in line with the Data protection Act 1998 and accept that you may pass this information to other Council Departments and the DVLA, for this and related purposes.

For Administration Use Only

Fee Paid : £

Receipt Number :

Can Number :

Date :