



CONTRACTOR PERMIT
APPLICATION FORM

Contractor permits for the Controlled Parking Zone (CPZ) may be provided to enable company vehicles to be parked in a permitted parking bay where there are "Except Resident Permit Holders" signs. These may only be issued when it is essential that contractors' vehicles are parked close by to allow access to heavy tools and other bulky equipment throughout the day whilst working at a property within the CPZ.

You can now purchase a virtual contractor permit or renew an existing virtual contractor permit instantly online using the MiPermit virtual (paperless) contractor permit system. Please see the conditions of use and guidance notes attached below for further information. You do not need to complete this form for virtual contractor permit applications.

Please complete all sections and visit the Customer Service Centre (CSC) at either Beverley or Bridlington, who will check your documents and issue you with a contractor permit. Please contact the following telephone number for any enquiries 01482 395411. Payment may be made by cash, cheque, postal order or debit/credit card.

Please tick the required duration for the contractor permit being applied for:

<u>Duration</u>	<u>Fee</u>	<u>Please Tick</u>
One Day Permit	£10.00	
One Week Permit	£20.00	
One Month Permit	£35.00	
One Year Permit	£105.00	

(A) Name and address of contractor/company

Business Name: _____

Nature of Trade or Business: _____

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

First Names (in full) _____

Address: _____

Postcode: _____ Email Address _____

Tel Home: _____ Tel Work: _____

Mobile: _____

For Office Use: CSC Attach photocopy of original documents <input type="checkbox"/>

Confirmation of business

All applicants **must** provide proof of the business together with a copy of their Professional Indemnity Insurance or Public Liability Insurance in the name of the business stated in section (A) also the following:

- Confirmation of the nature of your Business (for example, 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.



(B) Name and address of the property where work is to take place

Name of Location _____

Address: _____

Postcode: _____

(C) Details of vehicle(s)

1st Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

2nd Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

3rd Vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Details of Livery/Logo: _____

(D) Dates of period required on the permit

Start Date: _____

Expiry Date: _____

Misuse of a Permit or failure to comply with these guidance notes and conditions of use invalidates the Permit and may result in the Permit being withdrawn and/or a Penalty Charge Notice (PCN) being issued.

Warning: It is an offence to give false or misleading information. If you do, we may prosecute.



Declaration

The person named in Section (A) must sign this declaration. You must read each section and sign that you have read and understood them fully.

I understand and accept that you may prosecute me if I have given any information on this form which is known to be false or untrue.

I confirm that I keep and use the vehicle with the registration number(s) given in Section (C) of the form. If I stop keeping or using the vehicle(s) stated in Section (C), I will return my Permit immediately.

I declare that the Permit will be used only in one of the vehicle(s) stated within section (C) at any one time.

I declare that the address shown in Section (A) on this form is my business address.

I declare and accept that you may ask to visit my business before or after issuing a Permit to make sure I have given the correct address. If I refuse, I understand that you may not issue a Permit or will withdraw my Permit.

I undertake to surrender the Permit(s) if/when the business ceases to operate at the confirmed address given in Section (A), or cease to keep or use any vehicle(s) shown in Section (C).

I understand that trailers or caravans may not be used to reserve a space, nor can a space be reserved by any other means within the CPZ, except with authorisation through the Dispensation and Suspension application process.

I understand that this permit is not valid for use on any trailers or caravans.

I understand that you will use the personal information I have given in line with the Data Protection Act 1998. East Riding of Yorkshire Council will use the information I have given to issue a contractor parking permit. I accept that you may pass this information to other Council Departments and the DVLA for this and related purposes.

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.

The Council will return any documents via the Royal Mail. Should you not wish the Council to do so then you must attend the Customer Service Centre personally to produce these documents. The risk of loss of documents remains with you should you wish the Council to use the Royal Mail.

I understand that the business must promptly inform East Riding of Yorkshire Council of any other changes that may affect the entitlement to a Permit.

I have read, understood and agree to abide by the guidance notes and conditions of use which accompany this application form.

Signature.....Date.....

Print Name

For Administration Use Only:

Fee Paid: £Receipt Number:

Card Number:.....Date:.....

Reference number of the Contractor Permit issued:

Conditions of Use and Guidance Notes

Please read each point below carefully.

1 - How do apply via the MiPermit virtual contractor permit system?

You can now purchase a virtual contractor permit or renew an existing virtual contractor permit online using the MiPermit virtual (paperless) contractor permit system. You do not need to complete this application form. If you haven't already registered you'll need to register first following the steps below:

- Navigate to www.mipermit.com
- Click the 'Register or Login Now' link at the bottom of the webpage
- Click on the 'East Riding of Yorkshire Council' link
- Click on the 'Buy Virtual Permits' link
- Click on the 'Contractor Permits' link
- Follow the on-screen prompts to register and buy a Virtual Contractor Permit

If you've already registered you can just go to the MiPermit website and log in to buy or renew your permit.

2 - How do I fill in the form?

Please write clearly in black ink, block capitals and remember to tick all the relevant boxes. These notes will help you fill in the form correctly. We will return your form if you have not filled it in properly or have not enclosed copies of the relevant original documents. Original documents must be produced if applying in person at the Customer Service Centre.

Please note that photocopies of documents are acceptable when sending your application through the post, however, we reserve the right to view original documents upon request.

3 - How do I apply in person?

You can return your application form in person to your local Customer Service Centre (CSC) who will take payment and issue you with your Contractor Permit. Payment should be made by cash, postal orders, cheque (made payable to ERYC) or by credit or debit card (not American Express or Diners Card).

Opening hours: Customer Service Centre
Monday to Thursday – 9:00 am to 5:00 pm
Friday – 9:00 am to 4:30 pm

Please be advised that the Cashier's Office closes at 4:30 pm Monday to Thursday and 4:00pm on Friday.

4 – How do I apply by post?

You can post your form to the address below. However, the Car Park Support Office will not send any permits through the post and you will be expected to collect your Contractor Permit from the Customer Service Centre. Remember to enclose copies of all the relevant original documents with your form.

Permits
PO Box 299
Beverley
East Riding of Yorkshire
HU17 6FH

Please enclose payment with your form. If you are paying by cheque, please write your name and address on the back of the cheque and make it payable to "ERYC" (East Riding of Yorkshire Council) Do not send cash in the post. For current price of permits please visit our website at www.eastriding.gov.uk or telephone the Car Park Support Office on 01482 395411.

We aim to process postal applications within 7 working days, but you should allow at least 10 working days to make sure you receive your permit before your current one runs out. You can renew your permit any time in the month before it runs out. A letter will be sent to the address in Section A on the application form informing that collection of the permit can be made from the Customer Service Centre.

If your application form is not filled in correctly or you have not enclosed the relevant documents, we will return the form and documents to you by post.

5 - What should I do if I need help?

If you have any questions or need help filling in this form please contact the Car Park Support Office on 01482 395411. We may record these calls for training purposes.

Opening hours: Car Park Support Office
Monday to Thursday – 8:30 am to 5:00 pm
Friday – 8:30 am to 4:30 pm

If you have any questions or need any help with the MiPermit website, please telephone the virtual permit helpline on 0345 520 7007 or visit www.mipermit.com and click on the 'Need Help?' link.

Opening hours: MiPermit
Monday to Friday – 8:00 am to 8:00 pm
Saturday – 8:00 am to 4:00 pm

Reporting fraudulent permit holders:

If you think that someone is using a contractor permit they are not entitled to, please call 01482 395411. We will keep your details confidential.

6 - How many vehicles are eligible for a Contractor permit?

A maximum of 3 vehicles registrations can be entered on to one paper-based Contractor Permit. However, only the vehicle displaying the permit is eligible to use it at any given time. Only 1 vehicle registration may be entered on to the Virtual Permit System at any one time.

7 - Where can I park with a Contractor permit?

If you have a valid Permit, you can only park within the immediate vicinity of the location stated in section (B) and only in a parking bay displaying "Except Resident Permit Holders" signs. The Permit must be displayed during the hours indicated on the signs.

The Permit is not valid in any of the East Riding of Yorkshire Councils car parks.

Permits are valid up to 10am on the day after the expiry date stated in section (D).

The parking spaces vary in length from road to road and are not normally divided up into vehicle spaces.

This Permit does not give an exemption to any other parking restriction and is only valid whilst working at the address stated within section (B).

The use of parking places may be suspended by Civil Enforcement Officers (CEOs) or duly authorised Council Officers. You are not allowed to reserve a specific parking bay unless a Dispensation or Suspension has been applied for and authorised.

The issuing 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.

8 - Where do I display my paper-based contractor permit?

You must display your permit on the dashboard so that all the details are clearly visible through the vehicle's windscreen. You are responsible for making sure that all of the permits details can be seen clearly at all times.

Should the Permit become defaced or illegible you must apply for a replacement immediately.

9 - Change of address

If you change your address please inform us in writing to the address in Section 4 above, so that we can update our records.

If you have a virtual permit please login to your account at www.mipermit.com to make the necessary changes or telephone the virtual permit helpline on 0345 520 7007.

10 - Change of business name

If you change your business name while your permit is valid, you may use the Permit but you need to inform the Car Park Support Office in writing to the address in Section 4 above, so we can update our records. You **must** provide a copy of the Professional Indemnity Insurance or Public Liability Insurance in the new name of the business and the following:

- Confirmation of the nature of your Business (for example, 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.

If you have a virtual permit please login to your account at www.mipermit.com to make the necessary changes or telephone the virtual permit helpline on 0345 520 7007.

11 - Changing my vehicle

If you change your vehicle you must not alter your existing permit. You must return your current permit to the address in Section 4.

If you have a virtual permit please login to your account at www.mipermit.com to make the necessary changes or telephone the virtual permit helpline on 0345 520 7007.

12 - Lost, stolen or destroyed contractor permit

Lost or destroyed:

If your permit has been lost or destroyed you will be charged the original fee for a replacement.

Stolen:

If your permit or vehicle has been stolen and you provide a crime reference number, we will waive the fee and issue a replacement for you. If you do not have a crime reference number, we will treat this as a lost Permit and you will be charged the original fee for the replacement.

13 - What if my contractor permit is no longer needed?

If you no longer need your permit, or are no longer eligible for a permit, you must return it to us at the address in Section 4 above. If you are in possession of a virtual permit, you must login to your account at www.mipermit.com to make the necessary changes or telephone the virtual permit helpline on 0345 520 7007. If you do not return the permit or contact MiPermit your vehicle may be liable to receive a Penalty Charge Notice.

14 - Refunds

Refunds will not be given under any circumstances.

You are required to sign to say you have read, understood and agree to abide by these guidance notes and conditions of use when completing the Permit Application Form.

Warning: It is an offence to give false or misleading information. If you do, we may prosecute.