

Thurrock Council

Business parking permit application

How we will use your information

We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to thurrock.gov.uk/privacy. Get free internet access at libraries and community hubs.

Part 1 – your details

Name	
Company name	
Address, including postcode	
Phone number	
Email address	

Part 2 – permit type for which you are applying

Controlled parking zone – select only one	<input type="checkbox"/> Grays Central	<input type="checkbox"/> Stanford-le-Hope
Temporary business permit for up to 1 month		<input type="checkbox"/>
Business permit for 6 months		<input type="checkbox"/>
Business permit for 1 year		<input type="checkbox"/>

Part 3 – vehicle details

Make	
Model	
Registration number	

Part 4 – declaration

I agree to abide by Thurrock Council's on-street parking and waiting restrictions.

Signed	
Date	

For office use only – code EH015 4508			
Documents		Receipt no and date	
Permit no		Expiry date	

Documents you must provide

You must provide the following documents with each application or renewal. Failure to provide the documents will cause a processing delay, which may result in the issue of a penalty charge notice.

Business parking permit:

- proof of business address – your non-domestic rates bill
- proof of company employment
- vehicle registration document

Charges

You may apply for either:

- a business permit that is valid either for 6 months
- a business permit that is valid either for 1 year
- a temporary business permit that is valid for up to 1 month

You may select only one of these per application form.

Charges apply for all permit types – for details of charges, go to thurrock.gov.uk/parkingpermits

How to apply and pay

You must bring your completed application form and the required documents to our reception at:
Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL

Payment must be made by debit card or credit card. Cash, cheques and postal orders are not accepted. No refunds are given.

Applications for the renewal of a permit can be made up to 1 month in advance of expiry.

We do not send renewal reminders.

A new application must be made if a permit is no longer valid, or has been lost or stolen.

Guidance for use of business parking permits

You may get a penalty charge notice if your permit is not valid or not displayed correctly. The penalty charge notice must be paid.

Who may apply

You may apply for a business parking permit if:

1. you are the manager of a business based in either the Grays Central or Stanford-le-Hope area Controlled Parking Zone
2. you are applying in respect of vehicles owned, managed or used by the business
3. each vehicle must be either:
 - a passenger vehicle less than 5.25 metres long and less than 2.25 metres high
 - a goods vehicle less than 5.25 metres long and less than 2.25 metres high
 - an invalid carriage

Use of permit

1. The permit must be displayed at all times during the restricted hours when the vehicle to which it relates to is parked in an area designated for residents parking.
2. The permit must be displayed in the front nearside corner of the windscreen, clearly visible.
3. The permit is only valid if:
 - the expiry date has not passed
 - the particulars contained on the application form have not been changed
 - the particulars on the permit are legible, have not been defaced or faded
 - the permit is displayed as required

Change of vehicle

If you change your vehicle you must apply for a new permit. Documents that prove ownership and your business address must be provided – sight of your existing permit is not sufficient for a replacement permit.

You must return your existing permit together with details of your new vehicle for a replacement permit to be issued free of charge. It will have the same expiry date as the previous permit.

Parking of vehicles

1. Vehicles may only be parked in a resident parking bay within the zone to which their permit applies, provided that a space is available.
2. No individual spaces or bays can be allocated or guaranteed.
3. Permits may only be used in pay and display areas if the sign says 'Residents permits'.

For more information, go to thurrock.gov.uk/parking