

Business Permit – Conditions of Use

1. Dartford Business Permit information.

Definition of a business parking permit

A business parking permit is intended for use only by the permit holder to enable them to park in permit bays for the permitted time during the restricted period.

Business permit zones

Business Permits are available in the following locations within Dartford Borough. High Street, Dartford; Hythe Street, Dartford; Market Street, Dartford; and Spital Street, Dartford.

Virtual permit

The display of a business permit is not required and we will not issue you with a paper permit. The equipment our Civil Enforcement Officers use provides access to your details for verification purposes.

2. Who can apply and what needs to be provided.

Who can apply?

A company secretary, director or business owner only - no individual applications on behalf of an employer.

Which organisations qualify

The Council will issue business parking permits to organisations:

- that occupy premises within close proximity of the Business Permit bay;

Proof of business address within the zone

- The organisation must provide evidence which confirms they are registered as a business at Companies House, VAT-registered or pay business rates for the premises.

3. Employee/Staff vehicle details and what needs to be provided

Proof of vehicle ownership

Please provide one of the following:

- **Employee or staff owned vehicle:** a copy of the vehicle registration document (V5C) demonstrating the vehicle is either owned by the company directly or the employee who works for the company.
- **Leased vehicle:** a copy of the agreement which must be with a reputable organisation. The name and address must match those of the hirer as shown on the agreement. If you change or renew the lease, please change your details online immediately and provide a copy of the new agreement.

Permit valid only for the specific vehicle

A permit is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

4. How long can I have my permit for?

Length of permit and renewals

- The permit will be valid for 12 months from the date of issue.
- It is your responsibility to renew the permit on its expiry.
- If you wish to renew your permit, please follow the instructions in your reminder notification.

5. Where can I use my permit?

Parking places

- The vehicle must be parked in a marked bay for which the permit was issued for. The permit does not permit you to park at any other location.
- A permit does not grant you the right to park outside your business or guarantee the availability of a parking space.
- The Council reserves the right to suspend any parking bay as required.

6. Changes to any details

Change of address or vehicle, including temporary or courtesy vehicles

- You must surrender the permit if you change your address or cease to own or use the vehicle for which the permit was issued.
- If you change your vehicle, you will need to update your online account immediately.
- If you do not yet have the vehicle registration document (V5C), we can arrange temporary cover for your vehicle if you provide a copy of the bill of sale immediately and the VQ5 within one month. Please e-mail parking.services@dartford.gov.uk at the earliest opportunity.

7. Important information

Please note:

- It is a criminal offence if, with intent to deceive, you knowingly make a false statement or mishandle or forge documents to get a business parking permit for yourself or others. The Council may prosecute you under the relevant criminal legislation in cases where this is relevant.
- Failure to have a valid permit or inform us of a change of vehicle or address may result in a Penalty Charge Notice being issued.
- The Council reserves the right to withhold or withdraw a permit.
- Businesses are not permitted to sell or transfer the permit to other parties.
- A Business Permit is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a penalty charge notice being issued. You may link up to two vehicles to one permit, however, you must ensure that only the vehicle that is currently shown as active is parked with the Business Permit bay.