

**LONDON BOROUGH OF MERTON
BUSINESS PARKING PERMIT
APPLICATION FORM**

All sections must be completed (please use CAPITAL LETTERS).

Note: Business permits will only be issued to an address that falls within a Controlled Parking Zone of the London Borough of Merton. It is not possible to issue them to an alternative address.

COMPANY NAME

BUSINESS ADDRESS within Zone

TELEPHONE NO(s)

PROOF OF BUSINESS ADDRESS, please give details of enclosed documentary proof, refer to the attached leaflet or website: www.merton.gov.uk. **PLEASE DO NOT SEND ORIGINAL DOCUMENTATION.**

Lease agreement Proof of ownership or purchase of premises Utility Bills (2) Business Rates Bill

Tick to confirm that a covering letter on headed paper is enclosed stating why the issue of a permit is essential to the continuation of the business

Vehicle Registration

Make and Model

Colour



Information supplied in connection with this application will be held and used in accordance with the requirements of the Data Protection Act 1998. We have a duty to protect the public funds we administer and may use the information you provide for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, go to <http://www.merton.gov.uk/legal/nfi-fdp.htm> or contact the Data Protection Officer, by email: data.protection@merton.gov.uk. Further information is available from: <http://www.auditcommission.gov.uk/nfi/fpindex.asp>

DECLARATION

Please sign and date the declaration. Note that a false statement could lead to prosecution by the Council on fraud charges.

I declare that all the information given in this application is correct and that the vehicle described does not already hold another Business Parking Permit. I understand that if, during the current term of any permit, the vehicle specified in this application ceases to be used essentially in the operation of the business, I am required by law to destroy the Permit or return it to the Parking Services Section of the London Borough of Merton. It will be an offence for the business to continue to use the permit.

It may be necessary from time to time to suspend parking bays for emergency purposes, utility works, removals etc and it is the permit holder's responsibility to check whether bays have been suspended. A Penalty Charge Notice may be issued to any unauthorised vehicle parked in a suspended bay.

I am aware that if this is the initial application for a permit, a set-up of fee of £25.00 is included in the cost of the permit

Full Name (in block Capitals)

Signature

Position in Company

Return completed form to: Parking Services,
Merton Civic Centre,
London Road
Morden
Surrey SM4 5DX Date

PAYMENT

I enclose a cheque/postal order for the sum of £_____ made payable to the London Borough of Merton. Please write the applicant's name and address on the reverse of the cheque.

CREDIT CARD PAYMENT – BARCLAYCARD/MASTERCARD/VISA/DELTA/MAESTRO

PLEASE NOTE: A surcharge of 1.56% is applied to payments made by CREDIT card

To the London Borough of Merton:

Please debit my credit/debit card with the amount of £ (Include the set up fee of £25.00 if this is an initial application)

CARD NO

Name on Card Start Date Expiry Date

Signature & Date Switch Card Issue Number

Full address (including postcode) to which card is registered (if different from application address):
 Postcode