

Application form for local organisations



CV

 **Your Reference Number.**
Please quote this number in all correspondence to Bristol City Council.

The Clifton Village RPS starts on **Monday 16th March 2015**. From then on you will need to use either a permit or a pay & display parking ticket to park on the street. Please find enclosed your application pack which explains how the permit application system works and what you need to do next.

Please note that some of the information that you need is contained on the guidance notes provided with this form.

Section A – Applicant Details

Please let us know who to contact if we have any questions about this application. This information will not be used for any other purpose.

Name of organisation

Name of applicant

Position in the organisation

Telephone number

E-mail address

Section B – Permits Request

Please tick the box that best applies to your organisation*

- Small businesses in receipt of small business rate relief (SBRR) based on a rateable value of less than £18,000
- Business that does not qualify for SBRR
- School, registered charity or place of worship
- Hotel
- Conference venue

*** Please note that if your business premises consist of more than one type of organisation, permit eligibility will be based on the primary purpose of the premises. This will be determined by the Council.**

Permit costs are listed in **section 5** of the guidance notes.

Section C – Confirmation of Address

We need to confirm that your organisation is registered to an address within the scheme area. We can do this by checking our Council Tax database, which means that you do not need to provide any documents. If you would like us to do this, please tick the box below.

- I give consent to the local authority to check my organisation's details on the local authority's Council Tax database so that I do not need to submit proof of my address.

If you have not ticked the box above or if you're not included on the Council Tax register then please provide a copy of **ONE** of the following:

- Current non-domestic rates bill.**
- Utility bill (gas, electricity or water)** dated within the last three months (this must show the organisation name and the address that this application relates to).
- Current letter from a solicitor, building society or estate agent** stating that the applicant owns or rents the property for their own business purposes.

Sections D-H describe how permit eligibility is calculated. Most sections list information that you need to provide for us to be able to issue your permits.

Please note that we cannot process your application without this information.

Section D – Small business eligible for SBRR based on a rateable value of less than £18,000

You can apply for up to three permits in any combination of customer or business permits.

Please state how many permits you are applying for below.

Business Customer

Supporting information required –

A photocopy of documentation confirming that you are in receipt of SBRR.

Section E – Business that does not qualify for SBRR

You can always apply for up to seven permits. Some organisations can apply for more than this. To find out whether this applies to you, please read **section 6** of the guidance notes.

If you do not wish to apply for more than seven permits, please state how many permits you are applying for below. **No additional supporting information is required.**

Business Customer

If you are applying for more than seven permits, we will calculate the parking capacity available but you will need to provide payroll information showing how many people are employed and how many hours each of them are employed for to enable us to assess the FTE element of the calculation.

If this is not provided, we will be unable to include this in the permit eligibility calculation.

Section F – School, registered charity or place of worship

You can always apply for up to seven permits, at the **discounted price** shown in **section 5** of the guidance notes.

Some organisations can apply for more than this.

To find out whether this applies to you, please read **section 6** of the guidance notes.

Supporting information – you need to provide documentation that demonstrates that you are a school/registered charity/place of worship.

If you do not wish to apply for more than seven permits please state how many permits you are applying for below.

Business **Customer**

If you are applying for more than seven permits, we will calculate the parking capacity available but you will need to provide payroll information showing how many people are employed and how many hours each of them are employed for to enable us to assess the FTE element of the calculation.

If this is not provided, we will be unable to include this in the permit eligibility calculation.

Section G – Hotel

You can either apply for one permit for every two guest bedrooms in the hotel or apply under the criteria for section E.

Please tick a box here to show how you would prefer your eligibility to be calculated.

- By guest bedroom numbers
- Under section E

Supporting information – To apply by guest bedroom numbers, please provide official documentation that demonstrates the number of guest bedrooms available.

To apply under process E, please follow the instructions given in that section.

Section H – Conference venue

You can either apply for permit numbers equivalent to 20% of the venue's average delegate capacity or apply under the criteria for section E. Please tick a box here to show how you would prefer your eligibility to be calculated.

- By delegate capacity
- Under section E

Supporting information – To apply by capacity, please provide official records showing the attendance at each event over the previous six months.

Section I – Vehicle Details

Business permits are intended for specific operational vehicles that are insured for business use and carry two registration numbers. Please provide a **COPY** of **ONE** of the following for each vehicle:

- A copy of page two of the vehicle registration document** naming the organisation as the keeper of the vehicle.
- Copy of the lease for the vehicle** naming the organisation as the leasee. This must include the registration number, make and model.
- A copy of page two of the vehicle registration document AND vehicle insurance document** showing that the vehicle is insured for business use and a letter on company headed paper confirming that the vehicle is used for business operation.

First Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Second Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Third Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Fourth Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Fifth Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Sixth Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Seventh Permit Vehicle Details

1. Vehicle Registration No:
2. Vehicle Registration No:

Section J – Payment

The annual cost of the permits is shown in **Section 5** of the guidance notes.

Please choose one of the following methods of payment:

- Online** at www.bristol.gov.uk/pay
- Cheque or postal order** Please send this with your application form. Cheques and postal orders made payable to Bristol City Council. Please remember to write your name, address and reference number on the back of the cheque.
- Cash** You can pay in cash by using the Scancoin kiosk at:
Any Bristol City Council Customer Service Point. Details can be found at:
www.bristol.gov.uk/csp
- Pay in Instalments** (please pay your your first instalment in one of the ways shown above).

You can pay in quarterly instalments instead of paying the full price now. If you choose this option, we will send you a permit that lasts for three months and will send you a new permit for the following three months once we receive your next payment. (Details of permit prices and quarterly instalments can be found in **Section 5** of the guidance notes).

Section K – What to do now

Once you have completed this form, you can either:

- Return it** to us in the envelope provided;
- Email** a scanned copy of the application form and relevant documents to parking.permits@bristol.gov.uk or
- Post it to:**
Parking Services (permits 3025)
PO Box 3176
Bristol
BS3 9FS

If you have any queries about your application, please contact Parking Services either by e-mail at parking.permits@bristol.gov.uk or by telephone on **(0117) 922 2600**.

What we do with your personal data

Your privacy is important to us and we take great care to protect it.

We collect your personal details when you fill in a form, write us a letter or send us an email.

When you give us your information we will:

1. Use your details to provide other council services when you need them and combine them into one single record containing your basic details and information about your transactions.

This will help you because you won't have to repeat the same basic information each time you contact the council. It also helps us to deal with your requests more quickly and tailor our services to meet your needs, by sharing your basic details within the Council.

If you wish to opt out of the sharing of your basic details for this purpose, please contact the Data Protection/Freedom of Information Team at

foi@bristol.gov.uk or by writing to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol BS1 5TR.

2. When we use authorised contractors or partner agencies (for example other councils or organisations) to deliver a service you have requested we will give them your details.

These contractors and organisations use the same security standards as the council and we will only pass them your details with your permission and only when you need a service that they provide on our behalf. They are not allowed to share your details with anyone else for any other purpose.

3. Give your data to the Audit Commission and other bodies so they can use it to match against computer records held by other public bodies.

This data is usually your personal information. Data matching allows them to spot potentially fraudulent claims and

payments. For more information about this please visit **www.bristol.gov.uk/nfi**

We may also share your information without asking you if:

- the law says we must
- there is a risk of serious harm or threat to life.

We will always ask you before we use it for any other reason and would only use it for marketing with your prior consent.

To help answer any questions you may have about how we handle your information we have created a Frequently Asked Questions sheet which can be accessed via the privacy pages on our website

www.bristol.gov.uk/privacy

How to see the information we hold about you:

Under the Data Protection Act 1998, you can ask us for the following information

- clarification that your personal data is being processed by the Council
- a description and copy of the personal data
- the reasons why the data is being processed
- details of who we have or might give it to

If you wish to see information held by the council about you, please make a data protection request by email at

foi@bristol.gov.uk

or by writing to

**The Data Protection Officer
Bristol City Council
City Hall
College Green
Bristol
BS1 5TR**

and they will send you the appropriate form and advise you of the process and fee for this service.

Translations and other formats

If you would like this information in another language, Braille, audio tape, large print, easy English, BSL video or CD rom or plain text please contact: parking.permits@bristol.gov.uk or call us on (0117) 922 2600

Bengali

ইংরেজী আপনার মাতৃভাষা না হলে এবং আপনার কোন অনুবাদের প্রয়োজন হলে আমরা তা প্রদান করতে সক্ষম।

Chinese

如果英文不是您的第一語言，而您需要翻譯的話，我們可以為您安排。

Gujarati

જો તમારી પહેલી ભાષા અંગ્રેજી ન હોય અને તમને ભાષાંતરની જરૂર હોય તો અમે તમને તે આપી શકીએ છીએ.

Hindi

यदि आंग्रेज़ी आप की पहली भाषा नहीं है और आप को अनुवाद की आवश्यकता है तो यह हम आप को प्रदान कर सकते हैं।

Kosovan

Nëse anglishtja nuk është gjuha juaj amtare dhe keni nevojë për një përkthim, ne mund t'ua sigurojmë atë.

Kurdish

Heke inglîzî zimanê we yê yekem nîne û pêwîstiya we bi wergêr heye, em dikarin yekî ji we re bibînin

Polish

Jezeli angielski nie jest twoim podstawowym językiem i wymagasz interpretacji, skorzystaj z naszych usług.

Portuguese

Se o Inglês não é a sua língua materna e precisa de uma tradução, nós podemos obtê-la.

Punjabi

ਜੇਕਰ ਇੰਗਲਿਸ਼ ਤੁਹਾਡੀ ਪਹਿਲੀ ਭਾਸ਼ਾ ਨਹੀਂ ਅਤੇ ਤੁਹਾਨੂੰ ਦੁਬਾਰਾ ਲਿਖਣ ਦੀ ਜ਼ਰੂਰਤ ਹੈ ਤਾਂ ਤੁਹਾਡੇ ਲਈ ਅਸੀਂ ਇਸਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

Somali

Hadii Ingiriisku aanu ahayn afkaaga kowaad oo aad u baahan tahay turjumaad, annaga kuu samayn karra.

Urdu

اگر انگریزی آپ کی پہلی زبان نہیں ہے اور آپ کو ترجمہ کی ضرورت ہے تو ہم آپ کے لئے فراہم کر سکتے ہیں۔

Vietnamese

Nếu quý vị không thạo Anh văn và cần bản dịch, chúng tôi sẽ giúp quý vị một bản.

