**MEDWAY COUNCIL**

**School Business permit new and renewal application**

**Application for the issue of a School Business permit in accordance with an order made under the traffic management act 2004**

## *Please complete this form in block capitals*

**Please select one:**

[ ] Renewal: Permit Number MWX…………………… Expiry Date of Current…………………...

[ ] New Application

# Part 1: Applicant details

(a) [ ] Mr [ ] Mrs [ ] Miss [ ] Ms Other ……………………………………………..

 Surname…………………………………………………………………………………….

1. Full Forenames: ……………………………………………………………………………
2. Name and Address of School

…………………………………………………………………………….……………………………………………………………………………………………………………………….

…………………………………………………………………………….……………………

1. Telephone Number………………………………………………………………………….

**Part 2: Vehicle details**

1. Vehicle registration number……………………………………….
2. Make…………………………….... Model …………………………..Colour………………

(3) Is the vehicle a company vehicle? [ ] Yes[ ] No

(4) Is the vehicle kept and used by you? [ ] Yes[ ] No

**Documents to support your application**

* A letter dated and signed by your manager, on company headed paper, proving that you are an employee of the school and explaining why you require a school business permit.
* A copy of your vehicle registration document or insurance certificate.
* Payment of £39.00 made payable to MEDWAY COUNCIL for the cost of the permit.

**If you wish to apply for a business permit please complete and return the application form and your documents together with your payment to**

**Medway Council Parking Services**

**Gun Wharf**

**Dock Road**

**Chatham**

**Kent, ME4 4TR**

Please note that Parking Services aim to respond to all new and renewal requests within 10 working days from the receipt of payment. For full details relating to permits offered by Medway Council please visit our website at www.medway.gov.uk

## Declaration

Medway Council will only issue you with a business parking permit if you confirm that the declaration below is true. After carefully reading it, please sign, date and print your name.

**Warning**

It is an offence to give false or misleading information. If you do, you may be prosecuted and ordered to pay a fine of up to £2,500. Failure to abide by the declaration items listed below may lead to prosecution and you could receive a fine of up to £5,000. If the case goes to the crown court, the maximum penalty is an unlimited fine or two years in prison, or both. Medway Council wishes to prevent fraudulent applications. If you know of or suspect permit fraud, please email team.investigation@medway.gov.uk. All emails are treated in the strictest confidence.

**I certify that:**

* I understand and accept the terms and conditions listed on this form.
* I understand that a business parking permit is issued for the sole use of the vehicle shown and is not transferable to any other vehicle.
* All documentation provided with my application is true and accurate.
* I will notify Medway Council of any changes in circumstances that may affect the validity of the business parking permit (including but not limited to selling the vehicle; or moving address).
* I understand and accept that any business parking permit issued to me by Medway Council remains the property of the council and I will return it to them if I am asked to do so by a council officer or someone authorised by the council.
* I will return my business parking permit to Medway Council if they write to me stating that my business parking permit has been cancelled or withdrawn.
* I understand and accept that my vehicle must be roadworthy.
* I understand and accept that Medway Council and/or its agents will use the information I have provided to satisfy itself that I am eligible for the business parking permit and/or to prevent and detect fraud.
* I understand that Medway Council may refuse to issue or withdraw the business parking permit.
* I understand that Medway Council has a duty to protect the public money it deals with and may use information I have given to detect and prevent fraud. For this reason, the council may also share this information with other organisations dealing with public money.
* I understand and accept that failing to comply with the criteria listed above may result in the business parking permit being withdrawn and enforcement action being taken against me.

### **How we use your personal information**

The new GDPR law is designed to ensure you have a better understanding of what data we process, how we obtained it, what we do with it and who we share it with as well as your rights regarding your data. We’ve therefore amended our privacy policy. [View the Medway Council privacy policy](http://www.medway.gov.uk/privacynotice).

**I …………………………………………………………………… confirm I’ve read the terms and conditions above and signed this document understanding the requirements and potential penalties**

**Signed …………………………………………Date ………………………………………….**

**If you do not sign this form it will be returned to you for your signature.**