

Conditions of use for you, the business permit holder

1. Bromley 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 during the restricted period.

Business permit zones

Please check the [Parking permit information and price list](#) for business permit availability and prices.

E-parking permit

The display of a parking permit is not required and we will not therefore issue you with a paper permit. The equipment our officers use provides access to your permit details for verification purposes.

2. Who can apply and what needs to be provided

Who can apply

A company secretary or director 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 the permit zone - note: businesses in Zone A are not entitled to purchase a business permit in any circumstances;
- that can demonstrate they permanently employ more than one person;
- that own a passenger or goods carrying vehicle that does not exceed 5.25 metres in overall length, a motorcycle over 49cc, or an invalid carriage (mopeds 49cc and below are exempt);
- that do not already hold 4 current business permits - a maximum of 4 business permits will be issued per company at any one address.

Proof of business address within the zone (*as below for new applications - for renewals, check your reminder*)

- 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.
- Applications must come from a senior legally authorised signatory (such as a director or company secretary).
- Applications directly from employees will not be accepted.

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

Proof of vehicle ownership (*as below for new applications - for renewals, check your reminder*)

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 named 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. Prevention of fraud

In order to ensure the integrity of the permit scheme, the Council may undertake sample checks to verify applicant's details, including requesting copy documents as appropriate.

Your information may be shared with third parties such as APCOA for the purpose of processing a permit and the prevention of fraud. If you would like more information about how we use your data, please read our Privacy Policy - www.bromley.gov.uk/privacy which also contains guidance on submitting data protection requests and questions.

5. 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 apply at least 21 days before the current permit expires.

6. Where can I use my permit

Parking places

- The vehicle must be parked in a marked bay or area within the respective zone, where the signage indicates parking is for permit holders only.
- A permit does not enable you to park in designated permit holders' spaces where the signs indicate the zone is different to that which the permit was issued for, or on yellow line waiting restrictions, or in pay and display bays.
- No businesses are permitted to park within zone A.
- 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.

7. Changes to any details and refunds

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 amend your online 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.
- If you have the use of a temporary or courtesy vehicle, you must change your details online immediately.
- **Refund:** If you wish to cancel your permit, a refund will be made for any full unexpired months.

8. 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 under the Theft Acts or other relevant criminal legislation.
- 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.