

# Trades Parking Permit Application Form



You should apply at least ten working days in advance of the date for which you require the permit. Please complete this form and scan and email it along with the appropriate documents to: [permits@highland.gov.uk](mailto:permits@highland.gov.uk)

For Office Use	
Permit No	
Date of Issue	
Date of Expiry	
Prepared By	
Date Renewed	
Issued By	

## Part 1 - Your Details

Title (Mr, Mrs, Miss, Ms, Other)			
Surname		First Name	
Address			
City		Postcode	
Position held within the business			

## Part 2 - Your Business Details

Business Name			
Business Address			
City		Postcode	
Telephone		Mobile Number	
E-mail address			
Preferred method of contact			

### Part 3 - Confirmation that the business meets the necessary criteria

Does your business premises undertake a qualifying trade? (Please see document entitled "Qualifying trades" for further information.)	Yes		No	
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### Part 4 - Your Vehicles

Please complete the details of the vehicle(s) you wish to have listed on your trades parking permit. If you would like to register more than 2 vehicles please complete the "additional Vehicle Registration" form.

Permit 1	Vehicle 1	Vehicle 2
Registration		
Make		
Model		
Colour		

Permit 2	Vehicle 1	Vehicle 2
Registration		
Make		
Model		
Colour		

Are all the vehicles permanently liveried with the business name listed above? ( Business name and contact details must be legible from 20m) <b>Vehicles without livery will qualify.</b>	Yes		No	
Are all the vehicles less than 3.2m high, less than 6.5m long and less than five tonnes in weight and not built to carry 12 or more passengers.	Yes		No	
Are all the vehicles registered or hired/leased to the business applicant? Evidence will be required, please see part 5	Yes		No	
Are all the vehicles insured for business use? Evidence will be required, please see part 5	Yes		No	
Are all the vehicles essential to the daily operation of the business?	Yes		No	
Please provide a brief explanation of the reason for this:				

## Part 5 - Enclosed Documents

I have enclosed copies of the following documents with my application - please tick as appropriate

Vehicle Registration Document(S)	
Motor Insurance Certificate(S)	
Non- Domestic Rates Bill	
Other ( please specify)	

## Part 6 - Declaration

To be completed by the applicant

It is an offence to mishandle, alter, make or fake any parking document with intent to deceive or to make a false statement in order to obtain such a document for yourself or any other person by virtue of section 115 of the Road Traffic Regulation Act 1984. Any person suspected of doing so will always be reported to the police who will refer the matter to the Procurator Fiscal for prosecution. The penalty if found guilty of mishandling, altering, making or faking any parking document is a maximum fine of £5,000 or 2 years in prison. The penalty if found guilty of making a false statement in order to obtain such a document for yourself or any other person is a maximum fine of £2,500.

I declare that:

1. The information given is correct to the best of my knowledge and is in accordance with the Guidance Notes which I have read.
2. I understand that it is a criminal offence under section 115 of the Road Traffic Act to make a false statement to obtain a permit for myself or any other person or to knowingly allows my permit to be used by anyone else. If I no longer require the permit, I must return it to the Highland Council.

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Signed	
Date	