

Application Form For Business Premises Exemption Permit For Zones A to G

Permits are issued in accordance with Aberdeen City Council Traffic Regulation Orders (TRO)

Permits are only valid for use within the designated on street Pay & Display Ticket/Voucher and Permit bays.

Please print clearly when completing this form

1. Applicant's details: Any individual property unit identifiable not as a residential property whose postal address is at an address in one of the lengths of road specified in one of the TROs is eligible to hold a Business Premises Exemption Permit.		Proof of address - Documentation required (See below) ↓
Name of Business:		You are required to submit documentary proof of business address along with this application. For example, utility bill, bank statement, non domestic rates, Companies House Reg. (MUST BE CURRENT WITHIN LAST 3 MONTHS) or lease agreement. We regret that we will only accept a lease agreement if issued by a leasing agent. Documentation must link person to business Clear photocopies are acceptable.
Address Information: (please include details such as first floor right/left or unit number)		
(Empty space for address details)		
(Empty space for address details)		
ABERDEEN	Post Code: AB	
Telephone No.	Mobile No.	

2. Permit details: The maximum number of permits that can be applied for is 1. The FIXED permit is only valid for the vehicle to which it has been issued. Permits can be used on vehicles up to a maximum of 8 passengers and no heavier than 30 cwt.	
Vehicle documentation required: You are required to submit vehicle documentation along with this application. For example, VQ5, valid Mot certificate or insurance documents. Clear photocopies are	
FIXED PERMIT (write vehicle registration in section below)	£200.00 for 12 months <input type="checkbox"/>
Vehicle Registration (this will appear on the permit).	£105.00 for 6 months <input type="checkbox"/>
	£55.00 for 3 months <input type="checkbox"/>

Please note – No refunds are available for permits, which are surrendered while still valid.

3. Payment details.
I enclose £ .00 by way of payment for the permit. Make cheques payable to ABERDEEN CITY COUNCIL. DO NOT SEND CASH BY POST. Cash payments can only be made at our Customer Service Centre.

Aberdeen City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Applicant's signature _____ **date** _____

Please submit complete application form including any documentation required to;
Aberdeen City Council, Customer Services Centre, Marischal College, Broad Street, Aberdeen AB10 1AB

If you have any questions, please telephone 01224 346952 or e-mail rsi@aberdeencity.gov.uk

FOR OFFICE USE ONLY					
Proof of residency seen	YES / NO	Date of permit expiry	/ /		
Car document seen	YES/NO	Issued by			
Date permit issued	/ /	Payment received	CASH	CHQ	CC/DC
Permit number					

A - G

Aberdeen City Council Data Protection Statement

The information collected on this form is recorded manually and on computer, stored securely and processed for the purpose of recording the residents/businesses that hold exemption permits. Aberdeen City Council will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998.

The information provided by you (in this case your name and address) will be used for the purpose of sending you a permit reminder letter and may be provided to other Council Services and the Police in the event of any enquiry/emergency.

For the purpose of processing your personal information, Aberdeen City Council is the Controller. The nominated representative of the Data Controller is the City Solicitor. You have the right to obtain details of the personal information which Aberdeen City Council holds about you. Such a request should be made in writing to Aberdeen City Council, Parking Office, 54 Frederick Street, Aberdeen, AB24 5HY.