



# Your Guide to applying for a Tradesperson/Landlord Parking Permit in Reading

## 1 Who's eligible to apply for a permit?

You may apply for an annual Tradesperson parking permit if you provide services to homes and/or businesses in resident parking zones in Reading. Tradesperson permits were introduced to benefit residents and trades people alike by enabling them to park in permit bays during the working day. Permits are valid from 7am to 7pm only. Permits may also be applied for by landlords who own premises within permit zones to enable them to visit or service their property.

## 2 Private or Business Landlords

Private landlords (owning up to three properties in permit zones) may apply for daily permits (see below). Private landlords may not apply for a permit for a parking zone in which they live. Business landlords and letting agents (owning or managing four or more properties) may apply for annual permits at a cost of £330 each. An application for each vehicle should be made on a separate form.

## 3 Providing Proofs

Along with the application form we need proof of your current business address.

That means a copy of ONE document which must be a bank statement, or gas / electricity / telephone (Mobile phone bills are not acceptable)/ or current business rate demand, in the name of the business. The document must be dated within four months of the application date. Copies of online versions of the above bills are acceptable as long as they show the business name, address and date. Landlords should instead provide proof of property ownership within the permit parking zone. This may be a solicitor's completion letter, mortgage statement, property deeds, land registry document or a building insurance certificate that shows ownership.

We also need proof of vehicle ownership or entitlement to use the vehicle that will be identified on the permit. That means a copy of DVLA Registration document (V5C) in the business name or an insurance certificate/insurance schedule showing you are insured to use the vehicle for business purposes. If you are not the owner of the vehicle (e.g. company vehicle, lease car, rental car etc) a copy letter stating that you have a right to use the vehicle including documents that show you are insured to use the vehicle for business purposes.

Landlords need to provide proof of business use of the vehicle. Please make photocopies of your proof documents. We will accept original documents as proof – but we can't return them.

## 4 Renewing Your Permit

Permits are issued for twelve months, there are no zone renewal months. A new application will be required each year. It will be up to you to renew your permit, as reminders may not be sent in the future. You must note the expiry date for your permit as it will be the permit holder's responsibility to renew the permit.

## 5 One Day Permits

Landlords must apply for daily permits on this application form and provide property ownership proof and vehicle ownership proof. A fee of £10 per permit applies, with a maximum of 30 permits per year issued.

Tradespersons One day permits are available in person from the Civic Centre at a fee of £10 to a maximum of 30 per year. The daily permit enables you to carry out work at a specific address on a particular day.

Proof of business status and vehicle ownership as outlined in note 3 above will be required along with a letter detailing the work being carried out, the address, the dates of work, the vehicle registration, make and model.

## 6 Payment

Payments can be made by cheque, credit/debit card or by postal order. Please make cheques payable to Reading Borough Council. We regret that no refunds are available once permits have been issued.

All discretionary permit applications are subject to a fee of £50. This fee must accompany the application form for the application to be considered. If the application is successful the permit is subject to a fee of £330 from which the £50 application fee is then deducted. The balance of £280 must be paid before the permit can be issued. You may send the balance payment of £280 along with your application fee to speed up your permit issue, if your application is successful. If your application is unsuccessful, the application fee is non-refundable, but we will refund the £280. There is no guarantee that sending the full fee will mean permits will be granted.

## 7 Conditions of Use of Trade/Landlord Permits.

Tradesperson permits are issued on an 'all zones' basis.

- All Permits are issued solely for the purpose of carrying out business at premises within permit parking zones.
- The permit must be clearly displayed in the vehicle along with the wipe clean card stating the address at which business is taking place.
- They are **NOT** valid for visiting or working at the applicant's business address if located in a permit parking zone.
- They are **NOT** valid for parking on other restrictions e.g. yellow lines.
- Abuse of these conditions may result in withdrawal of the permit and may also result in the issue of a penalty charge notice.
- The permit is not valid in permit zone TC4.

## 8 If You Want More Information.

This leaflet contains all the information you need to apply for a tradesperson/landlord' parking permit in Reading, but if you want more information or wish to view the rules of the scheme in full you can:

- **Go to:** [www.reading.gov.uk](http://www.reading.gov.uk)
- **Call** the helpline on 0118 937 3767
- **Email** [residents.parking@reading.gov.uk](mailto:residents.parking@reading.gov.uk)
- **Write to** : Resident Parking Permits  
Reading Borough Council,  
Civic Offices, Bridge Street,  
Reading, RG1 2LU

## 9 Submitting Your Application

Post your application to:

**Resident Parking Permits**  
**Reading Borough Council**  
**Civic Offices, Bridge Street,**  
**Reading, RG1 2LU**

Reading Borough Council is a Data Controller under the General Data Protection Regulations. We hold the information given to us for the residents' parking scheme for specific purpose of processing and managing the residents parking scheme only. Under the GDPR any information you provide may be disclosed to other organisations in order for this local authority to perform its duty to protect public funds it administers, and to this end may use the information you have provided for prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. To view our full privacy notice, please visit [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)

# Your tradesperson/landlord application form

PLEASE COMPLETE THIS FORM IN CAPITALS FOR YOUR NEW OR REPLACEMENT PERMIT



YOUR DETAILS  
YOUR PERMIT & PROOF  
YOUR VEHICLE

Mr  Mrs  Ms  Miss  Other

First name

Last name

Home address or base of business for permit

Postcode

Daytime contact phone number

Email address

Vehicle registration number

Make of vehicle

Size of vehicle below 5.3 metres long and/or 2.25 metres high Yes  No

Name & address of registered keeper if different from details given above

FULL NAME

ADDRESS

POSTCODE

YOUR PERMIT & PROOF

## TYPE OF PERMIT REQUIRED

(see information on permit types and payments)

APPLICATION FEE - £50

TRADESPERSON ANNUAL - £280

TRADESPERSON DAILY - £10\* per permit (max 30 per Year)  how many permits

LANDLORD ANNUAL - £280

LANDLORD DAILY - £10\* per permit (max 30 per Year)  how many permits

PROPERTY ADDRESSES (LANDLORDS ONLY) \* see note 3

proof

proof

proof

proof

proof

## PROOF OF BUSINESS IN PERMIT ZONE

\*Tradespersons Daily see note 5

## PROOF OF OWNERSHIP OF VEHICLE

(only one proof required, PHOTOCOPIES ONLY)\* see note 3

DVLA Registration document (V5C)

Current Insurance certificate/schedule

## PROOF OF BUSINESS ADDRESS

(only one required showing name and address of business, dated within last 4 months. PHOTOCOPIES ONLY) \* see note 3

Bank statement

Gas/Electric/Telephone bill

Current Council tax/Business rates bill

**DECLARATION:** I declare that the information given in this application is true and correct. I understand that the Council may contact me about this application, permit or permit scheme by post, telephone, text message or e-mail.

## SIGNED

**DATE**

## METHOD OF PAYMENT (enclosed with application if required, please tick one box)

Cheque  Credit Card  Debit Card  Postal Order  **AMOUNT**

### CREDIT & DEBIT CARD PAYMENTS ONLY

Credit/Debit Card holders name

Credit/Debit Card number

Start date  /  Expiry date  /

CVV CODE (3 digit number on reverse of card signature strip)  Issue No  House No  Postcode

PAYMENT