



Parking - Business Dispensations Application

Your details

Company name:

Contact name:

Address where dispensations will be sent:

City/Town/Parish:

Postcode:

Telephone number:

Address for where dispensation is required:

City/Town/Parish:

Postcode:

Reason for Dispensation (i.e. shop fitting...):

Dates from: to:

Times from: to:

Including weekends Yes/No:

Vehicle Make and Model:

Vehicle Registration:

I am applying for a permit for days @£5.00 per day or part thereof and enclose a cheque/postal order in the sum of £

Send the application form and cheque/postal order, made payable to Borough Council of King's Lynn & West Norfolk, to Leisure and Public Space, King's Court, Chapel Street, King's Lynn, Norfolk, PE30 1EX

For further information please call or email:

t: 01553 616222

f: 01553 616640

e: parking.operations@west-norfolk.gov.uk

Please see over for Issuance Policy and Conditions of use.

Issuance Policy

All new applications must include one of the below as relevant evidence. Copies are accepted. Follow-up applications do not require evidence but it will be required for later applications.

- a signed permit request letter on headed company or sole trader note paper
- proof of VAT number
- work order showing the location of work
- company or sole trader cheque or company debit card
- purchase order from the company.

Conditions of Use

Parking dispensations may only be used by:

1. Commercial vehicles and lorries with or without livery
2. Private cars, estate cars, estate vans and vans (with windows and seats beyond the driver) must be liveried i.e. will require permanent vinyl markings to the bodywork or glazing or removable magnetic signs on the body or removable sign attached the roof.
3. Only three dispensations may be used in any location at any time. This includes any subcontractors.
4. Regular access to vehicle (for example, once every 20 minutes) is required to warrant reasonable use.
5. Dispensations can be used to park in limited waiting bays and on-street pay and display bays as well as in permit parking bays and on yellow lines outside the time of any loading restriction.
6. Dispensations cannot be used in pay & display or housing car parks.
7. Parked vehicles must not cause an obstruction.
8. Vehicles displaying dispensations must be moved if a Police Officer, Civil Enforcement Officer, Borough Council Officer or Highways Officer requests.
9. A dispensation does not guarantee a space to park.
10. The issuer reserves the right not to honour any fraudulently used voucher.