

Trader Permits/Dispensation Terms and Conditions.

Trader Permits/Dispensations (known as dispensations for clarity) allow persons which need regular access to their vehicle to park in areas where restrictions are in place.

They are valid for one vehicle, for one day only and not for a rolling 24-hour period across more than one day. You will need a dispensation for each vehicle for the number of days required, subject to terms and conditions.

Where you can park

- on a waiting restriction such as single yellow or double yellow lines
- in a parking permit bay (but not Car Club bays)
- in an on-street resident permit zone
- in a pay and display bay (no time restriction on maximum stay, no additional payment required)
- in a limited waiting bay (no time restriction on maximum stay)
- with prior agreement in a pedestrian zone. Contact us with the vehicle registration for each vehicle.

Where you cannot park

- loading bays
- disabled/blue badge bays
- where there is a loading ban in force (single or double kerb flashes)
- where there is a no-stopping restriction (eg bus stops, pedestrian crossings)
- off-street car parks eg Chantry car park

These areas are vehicle free zones, and if dispensations are required in any of these areas, special permission needs to be sought with Parking Operations as there will be requirements needing to be met before permission is granted.

Any pedestrian area, and in particular the following city centre areas:

Arcade Street	Back of the Inns	Bedford Street	Castle Meadow
Castle Street	Coburg Street	Davey Place	Dove Street
Gaol Hill	Gentleman's Walk	Hay Hill	Haymarket
Little London Street	Lobster Lane	London Street	Lower Goat Lane
Malt House Road	Market Place	Orford Hill	Orford Place
Orford Street	Pottergate	Red Lion Street	St Stephen's Street
Timber Hill	Upper Goat Lane	Westlegate	White Lion Street
William Booth Street			

Cost

1 day – £13, 2-days £18.40, 3 days - £27.70, 4 days - £36.90, 5 days £46.20

Useful information

- Dispensations can only be used for commercial vehicles or vehicles that are liveried/marked (ie those with permanent vinyl markings to the bodywork or glazing, removable magnetic signs on the body or a removable sign attached to the roof).
- Dispensations are only valid on-street (i.e. on the highway). They are not valid in Norwich City Council housing car parks where there is a housing parking scheme in operation.
- You can use up to three dispensations in any one location at a time, subject to reasonable use.
- If you have more than one vehicle in use, more than one dispensation will be needed.
- Parking Operations and civil enforcement officers may determine that less than three vehicles is reasonable for safety or congestion reasons and you will be asked to move vehicles elsewhere.
- Only buy as many dispensations as you are likely to need as refunds are not available.
- If you no longer require access to your vehicle you must park elsewhere.

Trader Permits/Business dispensation voucher terms and conditions.

Who can get this permit?

Trade persons that need regular access to their vehicle to park in areas where waiting restrictions are in place.

Is the permit specific to a particular vehicle?

Yes, your vehicle registration number will be required upon application.

How many vehicles can be parked in the same street?

You can only use up to three dispensations at any one location on any day and this includes use of the dispensations by any subcontractors on the site.

What type of vehicle they can be used on?

Parking dispensations may only be used by:

- Commercial vehicles and lorries with or without livery
- 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)
- By no more than three vehicles at any one location at any time (Including sub- contractors).

How each dispensation can be used:

- Regular access to vehicle (for example, once every 20 minutes) is required to warrant reasonable use.
- 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. Any parking in pedestrian areas must be agreed in advance with the city council. Dispensations cannot be used in housing car parks.
- Dispensations are not valid for use across a dropped kerb for pedestrian or cycle use at any time or to a private driveway or garage without the express consent of the user of that drive or garage.

- Dispensations are valid for one vehicle for a one day only (this means the dispensations may be used from midnight to midnight; not a rolling 24-hour period). If you have more than one vehicle in use more than one dispensation will be needed. There are a limited number of exemptions which remove the requirement to obtain a dispensation.
- Parked vehicles must not cause an obstruction.
- Vehicles displaying dispensations must be moved if requested by a police officer, civil enforcement officer or Parking Operations.
- A dispensation does not guarantee a space to park.
- Parking Operations reserves the right not to honour any fraudulently used voucher.
- The dispensation is only valid for use on the date/s requested.

The use of the dispensations is monitored. Where evidence is found that a dispensation is being used wrongly the user will be given the opportunity to provide a satisfactory explanation of the circumstances or agree actions to rectify the situation. Action will be taken by the council if no satisfactory response is received.

Refunds and exchanges

Dispensation are non-refundable and are subject to an expiry date one year from the date of issue. Please ensure that you only purchase sufficient for your reasonably immediate needs