

## Digital Business/Organisation Dispensations Terms and Conditions.

**As these permits are digital as soon as your application is accepted the permits will be live. You will need to go to 'manage my permits' within your account and enter the registration number of the vehicle that requires a dispensation. Post dates and time can be entered.**

Business dispensations allow businesses or organisations which need regular access to their vehicle to park in areas where restrictions are in place. These dispensations are not location specific, and you may park in multi locations using the same permit (location exclusions listed further down)

They are valid for one vehicle for a period of 24 hours from date/time of activation. 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 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
- blue badge bay
- 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
- Norwich City Centre zones

**The areas below 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** - £42.50 for a batch of 5 stays (added to your account).

## **Useful information**

- Only commercial businesses or organisations are entitled to dispensations (e.g. a business, sole trader, self-employed person, charity or church).
- 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.

### **Applying for a dispensation:**

When you apply you need to provide at least one of the following proofs of business for us to assess your eligibility.

- A signed permit request letter on headed company or sole trader notepaper.
- Proof of VAT number.
- Work order showing the location of work.
- Company or sole trader cheque.
- Purchase order from the company.
- Business insurance documents.

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## **Digital Business/Organisation Dispensation Terms and Conditions;**

### **Who can get this permit?**

Businesses or organisations that need regular access to their vehicle to park in areas where parking restrictions are in place such as; single or double yellow lines, resident zones, time limited bays.

### **Is the permit specific to a particular vehicle?**

Yes.

### **How many permits can I have?**

Up to as many as you wish for your operational needs. The system is set to allow you to purchase up to 30 batches with 5 stays attached to each.

You can only use up to three permits at any one location on any day and this includes use 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 permit 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 24 hours period from the time of activation.
- Parked vehicles must not cause an obstruction.
- Vehicles with a dispensation must be moved if a police officer, civil enforcement officer or Parking Operations officer requests.
- A dispensation does not guarantee a space to park.
- Parking Operations reserves the right not to honour any fraudulently used dispensations.
- The dispensation is only valid for use on the dates/times you have selected.
- These dispensations are not refundable.