

SECTION B - (See Guidance Notes Appendix 1)

Proof of Business Address

Note, copies of original documents are required. Please tick which one of the following documents you will be supplying with this application to prove that your business is located within the residents parking zone:

- Rates bill as issued by Lands and property Services
- Certificate of Net Annual Value as issued by the Valuation and Lands Agency
- Utility bill issued within the last six months

SECTION C - Blue Badge Holding Applicants

Blue Badge holding applicants who are operating a business within the Residents Parking Zone will be issued a book of Visitor Parking Permits free of charge.

Please provide details of the badge serial number and enclose a copy of the Blue Badge.

Blue Badge Serial Number:

SECTION D (See Guidance Notes Appendix 1)

Applicant's declaration:

I declare that:

The address given is my place of business. I have read and accept the Terms and Conditions (Appendix 2) and I have read the Privacy Notice (Appendix 3). The information given in this application is true and accurate.

Applicant's signature:

Date:

Completed applications and supporting documentation can be sent by post or e-mail:

Post to:

**Department for Infrastructure,
Parking Enforcement Processing Unit,
PO Box 84,
Omagh BT78 9AN**

or

E-mail:

roads.parking@infrastructure-ni.gov.uk

Please make the subject of your e-mail "Business Visitor Permits"

Payment by cheque or Postal Order must be posted to the above address.

FOR OFFICE USE

Date application form received:

/ /

Checked by:

Payment

- Business Visitor Permits £12.50 (book of 25 permits)
- Blue Badge Holder (free)

Payment Type

- Cheque
- PO

Visitor Permit Book Serial Numbers

--

Amount Received

£

APPENDIX 1

GUIDANCE NOTES ON THE SCHEME AND COMPLETION OF THE APPLICATION FORM

Who can apply for the book of Visitor Permits?

If you are a business operating within the zone you can apply for one book of 25 Visitor's Permits every three months and pay the appropriate fee. The permits will be in the form of a scratchcard which must be displayed clearly within the vehicle.

Property ID

This is detailed on the reverse side of the rates bill, or can be confirmed by contacting Land and Property Services. If this is your first application, please provide a copy of your latest bill in support of your application.

SECTION A - Applicant Details

Enter details of the person making the application and the name and address of the business within the zone.

SECTION B - Proof of Business Address. Only to be completed if you are a first time applicant for Visitor permits.

Information is required to prove that your business operates within the residents parking zone. Please tick which one of the documents listed below you will be supplying in support of your application.

- Rates bill as issued by Lands and property Services
- Certificate of Net Annual Value as issued by the Valuation and Lands Agency
- Utility or bill issued within the last six months

Note: Applicants will be required to confirm their details every three years

SECTION C - Blue Badge Holding Applicants

Blue Badge holding applicants who are operating a business within the Residents Parking Zone will be issued a book of 25 Visitor Parking Permits free of charge. Details of the Blue Badge serial number and a copy of the Blue Badge must be provided.

SECTION D - Applicants Declaration

All applicants must sign and date the declaration to confirm the place of business detailed in Section A and that they have read the Terms and Conditions (Appendix 2) and the Privacy Notice (Appendix 3).

GENERAL INFORMATION

Applications

Completed applications can only be processed when all relevant information, and copies of supporting documentation, has been supplied.

Completed applications and supporting documentation can be sent by post or e-mail.

Post to: Department for Infrastructure, Parking Enforcement Processing Unit, PO Box 84, Omagh BT78 9AN or

E-mail: roads.parking@infrastructure-ni.gov.uk

Please make the subject of your e-mail "Business Visitor Permits"

Payment

Payment can be made by cheque or Postal Order and must be posted to the above address. Cheques should be made payable to the Department for Infrastructure and should have the property address and vehicle registration number on the reverse.

Permit Costs

A booklet of 25 business visitor permits is £12.50. Blue Badge holding applicants will be issued a book of visitor permits for free. No refunds will be made in respect of a returned permit.

Conditions of Use

Visitor permits are valid for a full days parking for the validated date that is scratched out. Visitor permits have no expiry date and can be used in the appropriate parking bays during operational hours of the residents parking zone. The issue of a permit does not guarantee availability of spaces. Permits may be revoked where the permit has been proved to have been fraudulently used. A permit is not transferable from one residents parking scheme to another, and if no longer required, they should be returned to the issuing office. The Department reserves the right to refuse to issue a permit or to suspend, and/or withdraw, the permit at any time.

Display of Permit

Visitor Permits issued should be displayed on the inside surface of the front windscreen or on a side window facing the kerb, so that the whole permit is clearly visible to a person standing at the front or side of the vehicle.

Appeals

While there is no statutory right of appeal against the non-issue of a business parking permit, an appeal may be made to the Parking Enforcement Processing Manager, PO Box 84, Omagh BT78 9AN or e-mail roads.parking@infrastructure-ni.gov.uk

For an appeal to be successful, it must be demonstrated that:

- existing policy and guidelines have not been complied with; or
- an exceptional need exists that has not been adequately addressed.

APPENDIX 2

TERMS AND CONDITIONS

This Residents' parking scheme is operated in accordance with the requirements of the On-Street Parking (Residents' Parking Zone – Rugby Road/College Park Avenue Area, Belfast) Order (Northern Ireland) 2017 No. 206. <https://www.legislation.gov.uk/nisr/2017/206/contents/made>

To qualify for Visitor Permits you must be operating a business whose postal address is located within the Residents Parking zone and have an individual ratepayer property ID number.

No refunds can be made in respect of revoked, unused or surrendered permits.

A Visitor Permit may only be used in respect of a motor car, light goods vehicle or motor cycle.

The Department may revoke a Visitor Permit where it is satisfied that they payment of the correct fee has not cleared, or where a permit is not being used in accordance with the terms and conditions of the scheme.

A Visitor Permit can be used in an appropriate bay/space within the residents parking zone during operational hours as detailed on signage displayed on street. Vehicles must park wholly within the parking bay/space as marked out on street.

Having a Visitor Permit does not guarantee the availability of a parking bay/space.

Blue Badge holders are permitted to park free of charge, without time limit, within the residents parking zone in accordance with the parking requirements of the Blue Badge Scheme.

Only one book of 25 Visitor Permits may be applied for per qualifying business every three months.

A Visitor Permit must be displayed inside the vehicle, on the dashboard or kerbside window so that all the details can be clearly seen from the outside of the vehicle.

If your application for Visitor Permits is approved, you will be advised in writing and the Visitor Permits will be issued to the address detailed in Section A.

The Department may suspend the use of a parking bay(s)/space(s) or any part of it for as long as may be necessary for the purposes detailed in Article 12 "On Street Parking (Residents Parking Zone - Rugby Road/ College Park Avenue Area, Belfast) Order (Northern Ireland) 2017 no 206. <https://www.legislation.gov.uk/nisr/2017/206/contents/made>

A person authorised by the Department or the Police may remove a vehicle from a parking place in the case of any emergency.

APPENDIX 3

PRIVACY NOTICE

Data Controller:

Department for Infrastructure, Parking Enforcement Unit, PO Box 84, Omagh BT78 9AN
Telephone: 0300 200 7895 Email: roads.parking@infrastructure-ni.gov.uk

Data Protection Officer:

DfI Data Protection Office, Room 506, Clarence Court, 10-18 Adelaide Street, Belfast BT2 8GB
Telephone: 028 9054 0806 Email: DFIGDPR@infrastructure-ni.gov.uk

Why we process your personal information

We process your personal data so that we can determine eligibility for a Resident/Business or Visitor Permit for parking within a Resident Parking Zone. Parking Enforcement Unit is a Business Unit within the Department for Infrastructure and is responsible for processing permit applications in respect of Residents Parking Schemes in Northern Ireland. The schemes are implemented in accordance with the requirements of appropriate legislation for each individual scheme, i.e., 'On-Street Parking (Residents Parking Zone – Rugby Road/College Park Avenue Area, Belfast) Order (Northern Ireland) (2017)'.

What categories of personal data we process

The personal data processed, as supplied by you when you submit your application, consists of your name, address, telephone number, e-mail address, vehicle details and in some cases Blue Badge details. We also require proof of your identity, residency and age (as appropriate) such as a copy of your driving licence, Passport, Senior Citizens Smartpass, Electoral Card, Utility Bill, Rates Bill or Birth Certificate.

The legislative basis for processing this personal data is Article 6 (1) (e) of the UK GDPR – processing is necessary for the performance of a task carried out in the public interest.

Who we may share your personal information with

- If a crime is detected or suspected, information may be shared with PSNI or other Government Departments.

How long your personal data may be kept

All your personal data, including that relating to identity, residency and blue badge will be kept for 3 years and will then be securely destroyed. This applies whether your application has been successful or not.

Your rights

- You have the right to obtain confirmation that your data is being processed, and access to your personal data;
- You are entitled to have personal data rectified if it is inaccurate or incomplete;
- You have the right to object to the processing, in specific circumstances.

How to complain if you are not happy

If you are unhappy with any aspect of this privacy notice, or how your personal information is being processed, please contact the Departmental Data Protection Officer at the address above.

If you are still not happy, you have the right to lodge a complaint with the Information Commissioner's Office (ICO), please see contact details below.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Tel: 0303 123 1113

Email: casework@ico.org.uk

<https://ico.org.uk/global/contact-us/>