



## **Lewisham Council**

### **Business Parking Permit Terms and Conditions**

Business employees working within Controlled Parking Zone (CPZ) can purchase a Business parking permit for the Controlled Parking Zones (CPZ) their business resides in or Business or residents can purchase a Business all Zone permit which allows parking within all the Controlled Parking zone (CPZ) within the Borough of Lewisham. These parking permits can be purchased or renewed online.

#### **Apply for or renew your permit**

Permits are available for 3, 6 or 12 months. Permits are now paperless (e-permits), which means you do not have to display a paper permit in your vehicle.

Civil Enforcement Officers can check if your permit is valid using your vehicle registration number.

#### **Before you start**

You will need:

1. An email address and telephone number
2. Your vehicle registration number
3. A debit or credit card
4. You may also be asked to provide a letter from your company confirming your employment.
5. Company lease agreement

#### **Proof of address**

- Vehicle proof V5C (log book)
- Council Tax Bill
- Hire / lease agreement: hire / lease documentation must show your name or the company name and address
- Company letterhead confirming the employment and authorisation to drive and park at the requested address
- LPG conversion certificate if you have converted your vehicle to run on LPG (Liquid Petroleum Gas) and your vehicle registration document (V5C) has not been updated
- [Apply or renew now](#)

#### **Parking permits price list**

- [Parking permits price list](#)

## **e-permit FAQs**

- [e-permits FAQs](#)

### **What happens after you apply?**

Once you have submitted all the documents required, we will need to approve the application. Your e-permit will start on the date that you have selected in your application.

If your application is not successful, we will contact you to explain why or what you need to do to help us process it.

Your permit will not be valid until we have approved it. Parking in a Controlled Parking Zone (CPZ) without a valid permit may result in a Penalty Charge Notice (PCN) being issued.

## **Terms and conditions**

### **Your entitlement to a permit**

- You can put up to two vehicles on your permit at no extra charge, however the permit will be charged at the higher vehicle price. Only one vehicle will be able to park at any one time and you will be required to protect the parked vehicle via your permit account. If you wish to change the vehicle that is protected, you must activate the vehicle online via your account. Any vehicles parked in a Controlled Parking Zone (CPZ) without protected vehicle status may be liable to a PCN. [Watch our YouTube video for instructions on how to change your protected vehicle.](#)
- Your business address or residents address must be within the boundary of the Controlled Parking Zone (CPZ)
- You must be the registered keeper of the vehicle
- You must be over 17 years old to purchase a Business Parking Permit
- Your vehicle can be a passenger or a goods vehicle. The overall height must not exceed 2.27m (7'5"), the length must not exceed 5.25m (17'3") and the unloading weight must not exceed 3,500kg (7716lb)
- You must be the authorised keeper of a company vehicle, or the company has confirmed that you are an employee of the company at the location within a Controlled Parking Zone.
- If a residents purchasing a Business All Zone permit your vehicle must be registered with the DVLA at the address stated in this application.
- Online first-time applicants will be permitted to purchase a permit without providing all the documents required at the point of application. However, failure to supply proof documents within one month of the application will result in cancellation of the permit. A refund will be issued for unused months, minus a £15 refund charge
- It is your responsibility to renew your permit. If your vehicle is not covered by a valid permit, you may be at risk of receiving a Penalty Charge Notice (PCN)
- You can renew your permit up to 2 weeks before its expiry date

### **You will not be issued a business parking permit if:**

- Your business / resident property is subject to a car free restriction set out in a planning legal agreement
- Your business / resident property is not included within the Controlled Parking Zone.
- You cannot provide documents on the prescribed list, or you submit fraudulent documents
- You knowingly make a false statement in order to obtain a parking permit
- Payment is refused by your bank or credit card issuer
- You failed to provide proof that you are an employee of the company within a controlled parking zone
- You have been found to have used permits fraudulently
- You have any remaining charges for previous permits

### **How and where to use your permit**

- Business permits can be used in on-street business permit holders bays or shared or triple use bays where the plate states "permit holders only" within the zone of issue as specified on the permit
- Business All Zone are not zone specific and can be used across all the borough controlled parking zone and allow the vehicle to park in a permit bays within the Controlled Parking zone and in the councils off street car parks.
- If you have an e-permit you will not need to display anything in your vehicle as Civil Enforcement Officers can check that a permit is valid using your vehicle registration
- The permit is only valid for the Controlled Parking Zone (CPZ) of issue
- Vehicles must be parked correctly within the markings of the bay or space
- It is the driver's responsibility to check zone entry and operating times. These can be found on zone entry plates, located on sign plates adjacent to the bays or on [Lewisham Council - Controlled parking zones and operating times](#)
- Business permits do not guarantee a parking space
- e-permits should be validated online via your permit account for the entire time your vehicle is parked in a Controlled Parking Zone (CPZ) parking bay.

### **Where not to park with this permit**

- Business permits are not valid in resident permit bays, disabled parking bays, pay to park only bays, motorcycle bays, doctor's bays, car club bays, single or double yellow lines or car parks except in Lewisham B CPZ where business holders may park in the car parks.
- Business all zone permits are not valid in resident permit bays, disabled parking bays, pay to park only bays, motorcycle bays, doctors bays, car club bays, single or double yellow lines
- Business permits are not valid in housing estates
- Business permits are not valid in suspended bays. This may result in a Penalty Charge Notice (PCN) being issued
- Please check the signs carefully for the times when the suspension is in operation

### **Permit refund costs**

- Refunds are payable for each full calendar month remaining on the permit from the date we receive your refund request. There must be a minimum of 3 months remaining on the permit and you will need to pay a £15 administration fee.

### **Change of vehicle or address**

- You can apply for a change of vehicle registration via your online account
- If you have an existing permit and you move, the permit may not be valid to use as due to you being in a different parking zone (CPZ)
- You may be entitled to a refund on your existing permit – see permit refund costs
- If you change your address within the same parking zone (CPZ) and your permit is valid, you would still be required to update your address details.
- If you are leaving Lewisham, you may be entitled to a refund

### **Replaced permits for courtesy cars**

- You can temporarily add a courtesy car or short-term lease vehicle to your permit free of charge, via your online account

### **Preventing fraud**

- The Council considers fraud and attempted fraud to be an extremely serious matter and will not hesitate to take preventative, remedial, or punitive actions against any person or organisation suspected of fraud or attempted fraud
- If we cancel your permit because of fraud or misuse, then you will not be eligible for a refund
- Permits remain the property of Lewisham Council and we reserve the right to withdraw any permit without giving prior notice or reason, and your vehicle may be issued with a penalty charge notice or removed
- It is an offence under the Vehicle (Excise) Act 1962 (Section 7) to park or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed

### **Disclaimer**

By purchasing a Business Parking Permit, you are agreeing to the Terms and Conditions set out above.

Page updated on: October 2022

[Parking permits for CPZs](#)

1A Eros House,  
Brownhill Road,  
SE6 2EF

Telephone: [020 8787 5397](tel:02087875397)

Email: [lewishamparkingpermits@nslservices.co.uk](mailto:lewishamparkingpermits@nslservices.co.uk)