 Customer Care Centre, Bailey’s New Street, Waterford 0810 10 20 20

contact@waterfordcouncil.ie

**APPLICATION FORM FOR A SMALL BUSINESS DELIVERY PERMIT**

**I wish to apply for a Small Business Delivery Permit, and declare that the following information is accurate and correct to the best of my knowledge and belief. I also confirm that I have no outstanding traffic fines on this vehicle**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Only fully completed forms, accompanied by required documents and payment in full will be accepted.**

**Terms & Conditions**

* Administration Fee:

€15 for 12 month permit

€5 change of vehicle (see note over)

* Applicant must be in good standing with the Rates Department, Waterford City & County Council and provide a letter of confirmation from the Revenue Collector.
* Small Business Delivery Permit entitles holder to park for 30 mins while actively loading or unloading, in a valid Local Authority parking space between the hours of 09.00 a.m. to 11.00 a.m.
* Small Business Delivery Permit does not entitle holder to park in a loading bay.
* Small Business Delivery Permit is non-transferable.

**Please note**

**A Small Business Delivery Permit allows for 30 minutes free parking in a legal parking space between the hours of 09.00 a.m. to 11.00 a.m. to facilitate deliveries while loading/unloading**

**Applicant Details: Please use BLOCK CAPITALS**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid from: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Valid to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle Registration: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parking Street 1 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parking Street 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street # 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Street # 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The responsibility for the renewal of any parking permit lies with the permit holder.

**For Official Use Only**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initials: \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permit No: \_\_\_\_\_\_\_\_\_\_\_\_\_ Dept.: \_\_\_\_\_\_\_\_\_\_\_\_\_**

A close up of a logo

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**Policy on Commercial Delivery Parking using Private Vehicles**

Under the Road Traffic (Traffic and Parking) Regulations 1997 - 2014 goods vehicles can park in a loading bay, on a double yellow line or in a parking space for 30 minutes while loading and unloading.

The regulations describe a goods vehicle used exclusively for carrying goods and taxed for commercial purposes.

Some small businesses do not have separate vehicles for personal and business use. This policy is to permit limited deliveries for businesses using private vehicles.

Businesses will be permitted to apply for one Small Business Delivery Permit per business for a single vehicle.

The permit will allow the vehicle to be used in a legal parking space on a specified street adjoining the business premises only, for a period of 30 minutes while actively loading or unloading, between the hours of 09.00 and 11.00, without the requirement to display a pay and display ticket.

This permit will bear the make, model and registration number of the vehicle and must be displayed to avail of the free 30 minutes.

An annual charge of €15 to cover administration will be levied on the permit.

Only businesses in good standing with the Rates Department will be eligible for this permit. Written proof confirming that payments are up to date with the Rates Department will be required to be submitted with the application.

Change of vehicle €5 administration fee (new permit will issue up to expiry date of existing permit)

Applicants must complete an application form and submit the Vehicle Licencing Certificate for the new vehicle and return the original permit.

**NOTE:**

The permit will not permit parking in loading bays during times they are active. Loading bays are typically larger than standard parking spaces, to accommodate the typically larger goods vehicles.

This application form is available to download online at [www.waterfordcouncil.ie](http://www.waterfordcouncil.ie)

May 2024