



EAST CAMBRIDGESHIRE DISTRICT COUNCIL BUSINESS PARKING PERMIT SCHEME APPLICATION 2025/26

The Business Parking Permit Scheme is available to businesses based in Ely who are registered with business rates and require access to Ely city centre long stay free car parks prior to 08:30am to avoid early morning parking restrictions.

The 2025/26 Business Parking Permit Scheme commences on 1st April 2025 until 31st March 2026 and the permit costs are as follows:

1st permit @ £50.00 (Total £50)	3rd permit @ £60.00 (Total £165)
2nd permit @ £55.00 (Total £105)	4th permit @ £70.00 (Total £235)

A maximum of 4 permits are allowed per business.

It is the holder's responsibility to ensure the parking permit is clearly displayed in the windscreen of the vehicle at all times when using the car park. Failure to comply will result in a penalty notice being issued.

The permit number(s) is/are linked to the vehicle details you supply to us; if there are any changes to these details you must inform us as soon as possible as failure to do so will result in the issue of a parking penalty notice. To inform us of a vehicle change, please phone Customer Services on 01353 665555 or please send an email to parking@eastcambs.gov.uk.

If you wish to apply for the Business Parking Permit Scheme, please complete the business parking permit application form overleaf. Please ensure you read and understand the terms and conditions.

Please return the application form along with proof of your business rates registration (a copy of your latest business rates bill will suffice) by email to parking@eastcambs.gov.uk or by post to Customer Services, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE.

To make payment, please send a cheque to Customer Services, East Cambridgeshire District Council, The Grange, Nutholt Lane, Ely, Cambridgeshire, CB7 4EE or alternatively please contact Customer Services on 01353 665555.

Upon receipt of a completed application, payment and proof of business rates registration we will be pleased to issue the parking permits requested.



EAST CAMBRIDGESHIRE DISTRICT COUNCIL BUSINESS PARKING PERMIT APPLICATION FORM 2025/2026

East Cambridgeshire District Council business parking permit(s) is/are issued in accordance with the terms and conditions, for full terms and conditions in respect of the Business Parking Permit Scheme please see overleaf. This application form needs to be completed, and payment made before your permit(s) can be issued.

Contact Name:	
Business Name:	

Address:	
Telephone:	
Email:	

I WISH TO APPLY FOR: (No. of Permits – Maximum 4)	1st permit @ £50.00* (Total £50)		3rd permit @ £60.00 (Total £165)	
	2nd permit @ £55.00 (Total £105)		4th permit @ £70.00 (Total £235)	

(*Charges include VAT)

Vehicle Details – Please provide full details of yours and all employees' vehicles that will be using the issued permit(s). Please note that it is the responsibility of the business to keep these details fully updated, to inform us of a change of vehicle please phone Customer Services on 01353 665555 or email parking@eastcambs.gov.uk

Vehicle Registration:	Make/Model:	Colour:

Please attach a separate sheet if necessary to add additional vehicle details.

Please tick the following method you will use to show us proof of business rates (a copy of your latest business rates bill will suffice):	
<input type="checkbox"/> Is enclosed with the application	<input type="checkbox"/> Emailed to parking@eastcambs.gov.uk

Please tick which following method you have used to make payment: Cheque enclosed <input type="checkbox"/> (Payable to East Cambridgeshire District Council) Telephone <input type="checkbox"/> (Please phone Customer Services on 01353 665555)	Payment reference (This is needed if your payment is made via telephone, please ask for the payment reference when making payment):
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In signing this application, I agree to abide by all the terms and conditions detailed overleaf which are applicable for use of the business parking permit(s), I understand that failure to comply will result in the parking permit(s) being revoked.

Signed:	Date:
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The use of a business parking permit is subject to the following conditions:

- (1) The business parking permit enables the holder to park in Ely city centre long-stay free car parks prior to 8:30am, avoiding the early morning parking restrictions.
- (2) Parking permits may only be issued to businesses in the Ely city centre registered for business rates; proof of registration will be required when the application is submitted.
- (3) The business parking permit(s) is/are valid only in the Ely city centre long-stay free car parks as defined in the current East Cambridgeshire District Council (off street parking places) order. They are not valid in any short stay car park, or the Angel Drove, and the Dock pay and display car parks.
- (4) The issue of a permit does not guarantee the holder the availability of a car parking space.
- (5) Permits will be issued up to a maximum of 4 permits per business.
- (6) Permits will be charged* on an annual basis from **1st April 2025 expiring on 31st March 2026**, on an escalating scale per pass as follows:

1st permit @ £50 = £50.00*	3rd permit @ £60 = £165.00 (£50 +£55 +£60)
2nd permit @ £55 = £105.00 (£50 + £55)	4th permit @ £70 = £235.00 (£50 +£55 +£60 +£70)

(*charges include vat)

- (7) The permit(s) will not be transferable between businesses but may be transferable between members of staff within the same business, subject to the council being notified of all vehicle details concerned (condition no 9 refers).
- (8) Businesses - please provide full details (make, model, colour and registration) of yours and all employees vehicles that will be using the issued parking permit(s). It will be the duty of the business to keep the council informed of any changes to these details. Failure to inform us of a change of vehicle will result in a penalty notice being issued.
- (9) It is the holder's responsibility to ensure that the parking permit is clearly always displayed in the windscreen of the vehicle when using the car park. Failure to comply will result in a penalty notice being issued.
- (10) Where parking bays are provided the vehicle must be properly parked in the marked bay and not in such a position to cause an obstruction. It is the holder's responsibility to ensure that they comply with any regulations appertaining to the particular car park in which they have parked. Rules for the use of parking spaces are displayed in each car park.
- (11) Illegal or fraudulent misuse of the permit(s) will result in the permit(s) being withdrawn.
- (12) A maximum number of permits will be authorised at any one time - this limit will be set by the council.
- (13) The permit(s) will cease to be valid after the date shown on the permit.
- (14) The permit(s) remain property of East Cambridgeshire District Council and must be returned if no longer required or if requested to do so by the council.

- (15) A replacement permit (in the case of a lost or accidentally destroyed permit) will be issued at a cost of £10 per permit.
- (16) The council will administer the scheme and will be responsible for setting the terms and conditions.
- (17) All vehicles parked in any ECDC Car Park need to be Road Legal, with valid MOT, Tax and Insurance.