

# Main Square Car Park Permit - Application Form 2017-2018

## Instructions



1. Please complete all sections of the form making sure to sign it. Please be advised that your application may be delayed if all sections are not completed.
2. When you have completed your application form, please email it to [parking.services@surreyheath.gov.uk](mailto:parking.services@surreyheath.gov.uk). Alternatively you may wish to post it or hand it in directly to **Surrey Heath Borough Council, Knoll Road, Camberley, Surrey GU15 3HD**. Opening hours are Monday to Thursday 8.30am - 5.00pm & Friday 8.30am - 4.30pm. The offices are closed on weekends and Bank Holidays.
3. Please ensure you include full amount payable or indicate if you would like to make payment by card. Please allow 14 days for the processing of your permit. If you take your application to Surrey Heath Borough Council, you will have the option of paying by card or cash at our payment kiosk in Reception. If you encounter any issues with your application, please contact Parking Services at Surrey Heath Borough Council on 01276 707100 for assistance.
4. If you wish to pay by Direct Debit, please complete the relevant section and a mandate form. **Please note this option is only possible when making an application for a full 12 month permit.**
5. You will receive a physical permit to place in the windscreen of your vehicle that will allow parking in a permit bay on the entrance ramp and your vehicle will be granted a virtual permit which provides entry and exit via the Automated Number Plate Recognition system. **Permit bays are available Monday – Sunday however on busy weekends and around the Christmas period when the car park is fully subscribed some permit bays may be opened for public parking to ease congestion and maximise the available space. Permit holders will be able park in any regular bay in the car park in this eventuality.**
6. This is an application for a single user Main Square Car Park permit only; however a permit can be applied to more than one vehicle registration. Please note that the permit will only allow free access to one vehicle at any one time. For example, if vehicle A entered the car park and then vehicle B entered before vehicle A had left, when vehicle A came to leave it would be granted free exit whereas vehicle B would be required to pay the standard car park tariff before exiting.
7. A parking permit will not be issued until your application & payment have been processed and confirmation sent.
8. There is a £15 administration charge for a Vehicle Registration change that requires a new permit. Please contact Parking Services in the event of this by email [parking.services@surreyheath.gov.uk](mailto:parking.services@surreyheath.gov.uk) or phone 01276 707100.
9. Permits are issued on a pro rata basis, valid from 1st April 2017 – 31st March 2018.

### Applicant details - Please write clearly in BLOCK CAPITALS

Company Name (if applicable)				<b>Guidance Notes</b>  For large applications, please list the names and corresponding vehicle registration information on a separate sheet or on the back of this form.
Title		Forename		
Surname				
Full address including Postcode				
Contact number(s)				
Email address				
Vehicle Registration/s (Please see instruction 6 above)				

SHBC OFFICIAL USE ONLY			
Paid		Length (in months)	
Date Added to Silver Central		Permit ID	
Amount of Permits		Notes	

## Declaration

I declare that:

- the vehicle does not exceed 2.0 metres in height.
- the vehicle is a passenger vehicle for up to 8 people (including driver) or a goods vehicle up to 1.5 tonnes unladen weight, or a carriage adapted for the transportation of disabled passenger/s
- I have read the instructions and guidance notes regarding the issue of parking permits.
- I will use it in accordance with the conditions of use for the Main Square Car Park.

I undertake to return my parking permit to Surrey Heath Borough Council if:

- I am issued a replacement, or
- the Council notifies me that the permit has been withdrawn.

I accept that:

- refunds will only be given for unused, remaining complete months left on the permit upon written request to the Council, less £15 admin fee.
- A replacement permit for one that has been lost, stolen or damaged and a permit reissued for a change of registration are subject to a £15 fee.

I understand that:

- you will use the personal information I have given in line with the Data Protection Act 1998. You will use the information I have given to issue parking permits. I accept that you may pass this information to other council departments and the DVLA, as allowed by law.
- you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.
- if the permit is misused, duplicated or other fraudulent activity identified by Surrey Heath Borough Council then the permit will be withdrawn and penalties may apply.

For further information, see <http://www.surreyheath.gov.uk/council/informationgovernance/datamatching.htm>

Signature

Date

**Please be advised that applications returned without a signature cannot be processed.**

## Permit Payment Options

Payment Selection	Cost	Number of Permits Required	Total Cost
One-off Annual Option	£995	X	£
6 Month Option	£575	X	£
3 Month Option	£290	X	£
Eleven monthly Direct Debit payments*	£90.45	X	£
*New direct debit customers require a 2 month initial payment (£180.90) followed by 9 further monthly payments (£90.45) Previous Direct Debit customers can continue on a 12 monthly payment basis.			TOTAL £

Payment Details	Please select	Guidance Notes
Card Payment		The Council accepts the following debit and credit cards: <ul style="list-style-type: none"> <li>- Visa Credit/Debit Card</li> <li>- MasterCard Credit/Debit Card</li> <li>- Electron/SOLO/Maestro Domestic UK</li> </ul> <b>Please be advised that credit card payments are subject to a 1.5% surcharge</b>
Direct Debit		If paying by Direct Debit for your permit please complete a Mandate form which can be downloaded on our website and return with this form. Alternatively one can be posted to you on request. The monthly direct debit will be taken from your account on the 2 <sup>nd</sup> day of the month. There is no direct debit taken during April so the cost is split into 11 monthly payments.

To protect against card misuse we do not process card details by post. If you wish to pay by card please tick the relevant box and the telephone number above will be used to contact you during office hours. Once your application has been processed, a member of staff will call you to carry out the transaction.