

Resident Rural 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 in full.
2. When you have completed your application form, please email it to 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 **ALL** necessary supporting documents and the 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 at Reception. If you encounter any issues with your application, please contact Parking Services at Surrey Heath Borough Council on 01276 707100 for assistance.
4. Permit price is for access to one car park which must be indicated on the form below. For access to more than one car park please complete a separate application form for each car park.
5. A vehicle may not park in a permit parking place until all necessary paperwork has been processed, you have received your permit and it is displayed in the vehicle. Failure to display the permit may result in a Penalty Charge Notice being issued to the vehicle.
6. 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 or phone 01276 707100.
7. Permits are issued on a pro rata basis, valid from 1st April 2017 – 31st March 2018.

Please indicate how many permits you require and for which car park?

PORTESBERY ROAD	BAGSHOT	CHOBHAM	BURRELL ROAD	WATCHETTS

Applicant details - Please write clearly in BLOCK CAPITALS

Title		Forename		<p style="text-align: center;">Guidance Notes</p> <p>This must be your usual residence, where you normally reside at least 4 nights a week.</p> <p>Priority is given to those applicants who do not have any off-street parking.</p>
Surname				
Full Address including Postcode				
Contact number(s)				
Email				

Please indicate how many exclusive off-street parking places are available at the listed address	
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Please indicate if you wish for your Permit to be posted or collected	Collection @ SHBC	
	Post to address above	

SHBC OFFICIAL USE ONLY					
Paid		Length (in months)		Collection/Post	
Payment Method		Permit ID			
Amount of permits		Notes			

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Vehicle details			
Vehicle Registration Number/s			
Evidence of Residency and Vehicle Ownership (Please tick 2)		Tick	This must demonstrate that you own or have authority to keep the vehicle. If your name is not on the vehicle registration document (V5C) then you must provide evidence that you are entitled to have the vehicle e.g. Company car letter or current motor insurance certificate.
	Proof of residency		
	Vehicle registration document (V5C)		
	Current insurance certificate		
	Company car letter (if applicable)		

Declaration - Please read and sign

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 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:
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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	£100	X	£
			Total £