

# York Town 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](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 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 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. 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](mailto:parking.services@surreyheath.gov.uk) or phone 01276 707100.
7. Permits are issued on a pro rata basis, valid from 1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018.

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

<b>Company Name (if applicable)</b>				<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.
<b>Title</b>		<b>Forename</b>		
<b>Surname</b>				
<b>Full address and Postcode</b>				
<b>Contact number(s)</b>				
<b>Email address</b>				
<b>Vehicle Registration/s</b>				

Please indicate if you wish for your Permit to be posted or collected	<b>Collection @ SHBC</b>	
	<b>Post to address above</b>	

SHBC OFFICIAL USE ONLY					
Paid		Length (in months)		Collection/Post	
Payment Method			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), a goods vehicle up to 1.5 tonnes un-laden 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 the permit in accordance with the conditions of use for the preferred 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:

- a replacement permit for one that has been lost, stolen or damaged and a permit reissued for those reasons or a change of registration are subject to a £15 fee.
- refunds will only be given for unused, remaining complete months left on the permit upon written request to the Council, less £15 admin 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.
- that 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.
- that 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	£540	X	£
Eleven monthly Direct Debit payments*	£98.18	X	£
*New direct debit customers require a 2 month initial payment (£98.18) followed by 9 further monthly payments (£49.09). Previous Direct Debit customers can continue on a 12 monthly payment basis.			TOTAL £

Payment Details	Please select	
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 during April.
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>

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.