

Resident York Town Car Park Waiver - 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 waiver. 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. Price listed is for a single waiver.
5. A vehicle may not park in a parking place until all necessary paperwork has been processed, you have received your waiver and it is displayed in the vehicle. Failure to display the waiver 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 waiver. Please contact Parking Services in the event of this by email parking.services@surreyheath.gov.uk or phone 01276 707100.
7. Waivers are issued on a pro rata basis, valid from 1st April 2017 – 31st March 2018.
8. **Waivers granted are issued on a temporary, trial basis and may be recalled at short notice. You shall be provided with a part refund for all remaining months left on the waiver in the event of this.**

Applicant details - Please write clearly in BLOCK CAPITALS

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

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

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

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), 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 waivers.
- I will use it in accordance with the conditions of use for the car park

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

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- the Council notifies me that the waiver has been withdrawn.

I accept that:

- a replacement waiver for one that has been lost, stolen or damaged and a waiver reissued for a change of registration are subject to a £15 fee.
- refunds will be given for unused complete months on return of the waiver to the Council less a £15 administration 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 waivers. 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 waiver is misused, duplicated or other fraudulent activity identified by Surrey Heath Borough Council then the waiver 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.

Waiver Payment Options			
Payment Selection	Cost	Number of Waivers Required	Total Cost
One-off Annual Option	£100	X	£
			Total £