Please return the completed application to ‘Parking Services, Town Hall, The Boulevard, Crawley, RH10 1UZ’

Or email it to parking.services@crawley.gov.uk

**Season Ticket holder’s details:**

First name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Daytime tel. no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle reg. no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make and model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vehicle reg. no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Make and model: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Season Ticket details:**

Please select which Season Ticket you would like:

I wish to apply for a new Season Ticket: 🞏 I wish to renew my Season Ticket: 🞏

A three month permit allowing you to park:

Monday to Friday - £185.00 🞏 Monday to Saturday - £205.00 🞏

A six month permit allowing you to park:

Monday to Friday - £360.00 🞏 Monday to Saturday - £390.00 🞏

A twelve month permit allowing you to park:

Monday to Friday - £670.00 🞏 Monday to Saturday - £765.00 🞏

If you work less than five days a week, please circle which days you work each week:

These are issued on a pro rata basis Mon / Tues / Wed / Thurs / Fri / Sat

All permits start from the date of issue. Please state the date you wish the Season Ticket to start:

Date: \_\_\_\_\_\_\_\_\_\_\_ 🞏 or ASAP 🞏

Your Season Ticket also allows you to park on Sundays and bank holidays. You may park anywhere in the car park as long as you are displaying your Season Ticket and do not park in bays reserved for specific types of users, yellow lines and restricted areas, which are clearly marked as such.

You will need to return your Season Ticket to us for a refund of any full months left unused if you no longer require it.

**Payment details:**

**Direct debit:** Select if you wish to pay in full 🞏 or monthly 🞏. Please provide your bank details:

Sort code: \_\_\_\_\_\_\_\_\_\_\_\_\_ Account number: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Debit / Credit card:** We will phone you for payment in full when your Season Ticket is ready.

**Invoice:** Please tick the box if you would like to be invoiced. 🞏

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Town Hall Multi-Storey Car Park Terms and Conditions**

Failure to adhere to the following terms and conditions may result in Penalty Charge Notices being issued and cancellation of the permit.

By accepting this Season Ticket you also give permission for the details given to be used in order to prevent or detect crime and fraud (including parking related offences).

We reserve the right to alter these terms and conditions at any time.

This Season Ticket allows you to park:

* In the Town Hall Multi-Storey Car Park.

You **MUST**:

* Clearly display your Season Ticket so that all details can be checked when viewed through the front windscreen (nearside of the vehicle - either stuck on the inside of the windscreen or placed on the dashboard).
* Only use the Season Ticket in the vehicle for which it is valid.
* Display the original Season Ticket, copies are not allowed.
* Return your Season Ticket to us before we will:
	+ issue a new Season Ticket for a change of vehicle; or
	+ issue a refund (if one is due) if you are cancelling your Season Ticket.
* Contact Parking Services for a temporary change of vehicle.
* Renew the Season Ticket at least 21 days before the expiry date to ensure it arrives with you in time.
	+ We do not send reminders, it remains your responsibility to renew your permit.
	+ If we receive your renewal application late you will be added to the waiting list if there is one. (If there are exceptional circumstances as to why you did not renew on time, we will consider whether or not to allow the late application.)
	+ Evidence to support the purchase or renewal of a permit can be requested at any time and if the evidence is not provided, or if the evidence does not meet requirements, the permit may not be renewed.
	+ Renewals should only be requested by the named manager or permit holder. If this is not possible, written permission should be provided by the permit holder to authorise the renewal.
	+ Renewals may not be granted if there will be insufficient capacity in the car park.
* Park with consideration for others and not cause an obstruction to other road users or pedestrians.
* Park in accordance with all other parking restrictions such as yellow line restrictions, loading bans and specifically designated bays.
* Return your permit when you no longer require it or your current employment role ceases.
* Pay £10.00 to change the registration(s) on your permit or replace any lost, damaged or stolen permit.

You **MUST NOT**:

* Alter or damage your permit as this will invalidate it.