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

Or email it to [parking.services@crawley.gov.uk](mailto:parking.services@crawley.gov.uk)

**Virtual 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Virtual 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 Season Ticket allowing you to park:

Monday to Friday - £240.00 🞏 Monday to Saturday - £300.00 🞏

A six month Season Ticket allowing you to park:

Monday to Friday - £450.00 🞏 Monday to Saturday - £550.00 🞏

A twelve month Season Ticket allowing you to park:

Monday to Friday - £800.00 🞏 Monday to Saturday - £900.00 🞏

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 Season Tickets 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 in any bay in the car park, except for bays reserved for specific types of users, yellow lines and restricted areas, which are clearly marked as such.

You will need to apply to us in writing to cancel a Season Ticket and request 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: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cheque:** Send full payment, payable to ‘Crawley Borough Council’, with your completed application form.

**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Orchard Street 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 Season Ticket.

By applying for 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 Orchard Street Multi-Storey Car Park Only.
  + The vehicle must be within a marked bay.
  + You may not park on yellow lines or hatch markings.

You **MUST**:

* Only use the Season Ticket in the vehicle for which it is valid.
* Contact us in advance if you require a change of vehicle registration on you 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 for Season Tickets it is your responsibility to renew your Season Ticket.
  + 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 Season Ticket can be requested at any time and if the evidence is not provided, or if the evidence does not meet requirements, the Season Ticket may not be renewed.
  + Renewals should only be requested by the named manager or Season Ticket holder. If this is not possible, written permission should be provided by the Season Ticket 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, hatch markings and specifically designated bays.
* Contact us in writing when you no longer require your Season Ticket or your current employment role ceases.
* Pay £5.00 to change the registration(s) on your Season Ticket.

You **MUST NOT**:

* Park any other vehicle than the one stated on this form in the car park. Doing so will mean that the automated system will require payment before the car may leave the car park.