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

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

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

**Permit details:***.*

Please select which permit you would like:

I wish to apply for a new permit: 🞏 I wish to renew my permit: 🞏

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 permit to start:

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

Your permit 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 permit and do not park in bays reserved for specific types of users which are clearly marked as such.

You will need to return your permit 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: ­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**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 permit 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 permit 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 permit allows you to park:

* In the Town Hall Multi-Storey Car Park.

You **MUST**:

* Clearly display your permit 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 permit in the vehicle for which it is valid.
* Display the original permit, copies are not allowed.
* Return your permit to us before we will:
	+ issue a new permit for a change of vehicle; or
	+ issue a refund (if one is due) if you are cancelling your permit.
* Contact Parking Services for a temporary change of vehicle.
* Renew the permit at least 21 days before the expiry date to ensure it arrives with you in time.
* 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 replace any lost or damaged permit.

You **MUST NOT**:

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