

Car Park Season Ticket Application Form



Parking Services, Town Hall, 1 Town Square, Barking IG11 7LU

Email: parking.permits@lbbd.gov.uk

Please write in BLOCK capital letters throughout and tick applicable boxes.

1. Applicant's Details

Title	<input type="text"/>	Name	<input type="text"/>	Surname	<input type="text"/>
Address	<input type="text"/>				
	<input type="text"/>	Post Code	<input type="text"/>		
Telephone*	<input type="text"/>	Email Address	<input type="text"/>		

*This field is mandatory

2. Vehicle Details

Vehicle Registration	<input type="text"/>	Make	<input type="text"/>	Colour	<input type="text"/>
----------------------	----------------------	------	----------------------	--------	----------------------

3. Available for London Road Multi-Storey Car Park

<input type="checkbox"/> 6am – 8pm Parking = £874.50 (12 Months)	<input type="checkbox"/> 24 Hours Parking = £1164.00 (12 Months)
<input type="checkbox"/> 6am – 8pm Parking = £477.00 (6 Months)	<input type="checkbox"/> 24 Hours Parking = £616.50 (6 Months)
<input type="checkbox"/> 6am – 8pm Parking = £262.50 (3 Months)	<input type="checkbox"/> 24 Hours Parking = £342.00 (3 Months)
<input type="checkbox"/> 8pm – 6am Parking = £298.50 (12 Months)	<input type="checkbox"/> 8pm – 6am Parking = £165.00 (6 Months)
<input type="checkbox"/> 8pm – 6am Parking = £90.00 (3 Months)	

5. Available Heathway (The Mall) Multi Storey Car Park Only

<input type="checkbox"/> 6am - 8pm Parking = £391.50 (12 Months)	
<input type="checkbox"/> 6am - 8pm Parking = £210.00 (6 Months)	<input type="checkbox"/> 24 Hours Parking = £112.80 (3 Months)

6. Fair Processing Notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

For more information, see [Fair Processing](#) or contact the Assurance and Counter Fraud Group at caft@lbbd.gov.uk

7. Declaration

Signature	<input type="text"/>	Date	<input type="text"/>
-----------	----------------------	------	----------------------

I confirm the details of my application are correct to the best of my knowledge. I realise that making a false statement may result in prosecution and a fine upon conviction of up to £5,000. I declare that I have read and accept the provisions of the term and conditions for car park season ticket.

8. Submitting application form and payment

Please send completed application form together with copies of supporting document to:
parking.permits@lbbd.gov.

Modes of Payment: Debit / credit card . Please supply your daytime contact number so you can be contacted for payment .

For Official Use Only

<input type="text"/>	Amount Paid	<input type="text"/>	Processed by	<input type="text"/>
----------------------	-------------	----------------------	--------------	----------------------

9. Terms and Conditions

Conditions of Contract

1. A Car Park Season Ticket is only valid for use during the times indicated at the appropriate car park(s) for which it was issued.
2. The following sub-categories of Season Tickets are available:
 - a. **6am to 8pm access:** This is suitable for local workers and commuters. It eliminates the need to buy “pay and display” tickets on a daily basis and is valid for use in either London Road Multi-storey OR Heathway Multi-storey car park.
 - b. **24-hour access:** This is suitable for local residents who want to use the Car Park at any time. It is valid for use in London Road Multi-storey.
 - c. **8pm to 6am (and weekend) access:** This is suitable for local residents who want to use the Car Park but does not require day-time access to the car park. It is valid for use in London Road Multi-storey.
 - d. **Season tickets issued for surface car parks** are valid for use between 6am to 8pm access in the following locations: Althorne Way Car Park, Becontree Avenue Car Park, Broad Street Shopping Area, Civic Centre Car Park, Fiddlers Shopping Area, Green Lane Shopping Area, High Road Chadwell Heath, Stour Road Car Park, Wantz Road Car Park. **However, they are NOT valid in the following locations:** Parks, Bobby Moore Way Car Park, Linton Road Car Park, London Road and Heathway Multi-storey Car Parks.
3. It is the responsibility of a permit holder to apply for renewal prior expiration.
4. It is the responsibility of a season ticket holder to ensure that a valid season ticket is clearly displayed to avoid incurring a Penalty Charge Notice (PCN).
5. There will be an administration fee for a replacement season ticket if the original is lost or damaged.
6. If you no longer need your season ticket and have a minimum period of four weeks remaining, you can apply for refund. An administration fee will be deducted. Any refund is calculated from the date the Season Ticket was received.
7. No markings, modifications, advertisements or structural alterations may be made to the parking space or its surrounding area.
8. The Council does not provide any guarantee of exclusive parking space for sole use of a permit holder.
9. Only vehicles not exceeding 2.3m in height or 5.25m in length (including roof attachments) or designated for less than 12 passengers can be issued with a staff permit.
10. Vehicles and their contents are parked entirely at the owners' risk and the Council accepts no liability for any damage to vehicles while in the Car Park.
11. The Council may withdraw any Car Park Season Ticket if payment made by cheque or credit/debit card is subsequently dishonoured.
12. The terms and conditions of use may be amended at any time, with notification of intent advertised online and on the Car Park notice board at least 30 days prior to the amendment taking effect.
13. Season tickets permits are non-refundable.
14. The 'terms and conditions' of the permit may be amended at any time. Notification of intent will be advertised at least 28 days prior to the amendment taking effect.

Terminating your Parking Space

1. If payment for your season ticket is dishonoured, we will inform you in writing and you will have an opportunity to pay any outstanding monies owed within 7 days after which the Car Park Season Ticket will be revoked and terminated.
2. The Council can terminate the parking space by giving 14 days' notice either to the address on record or by displaying a notice at the parking space. In such circumstances, any monies due will be refunded.

Penalty Charge

1. Being in possession of a Car Park Season Ticket is not a waiver for any Car Park regulation or enforcement regime. Furthermore, in the event that you fail to pay your parking agreement fee, the season ticket will be revoked and you will be liable to a Penalty Charge Notice.