Issue 1/2010

AYLESBURY VALE DISTRICT COUNCIL
PARKING APPLICATION FORM

Sheet no.	Permit No	Date Issued	Payment type	Price

I wish to apply for a Group **4 / 5** (circle as required) parking permit for use in the specified car parks. **I have read and understand the conditions of use supplied to me and agree to comply with them at all times.** ***Please complete both sides of this form.***

Name: _____ Home Address: _____

Town: _____ County: _____

Post code:_____ Daytime Tel: No: _____

Email:_____ Name of Company that you work for:_____

I would like my permit to be valid from 1st _____(month) _____ (year)
(Full months only)

Two registrations may be put on the permit:

Vehicle 1
Registration No: _____
Make/Model: _____/_____
Colour: _____

Vehicle 2
Registration No: _____
Make/Model: _____/_____
Colour: _____

	Group 4	Group 5
Valid For	**6 days between Monday & Saturday**	**5 days between Monday & Saturday**
Annual Fee	**£700.00**	**£583.00**
Valid In	Hampden House** Walton Green Friarscroft*	Hampden House** Walton Green Friarscroft*

NB. The Car Park with * is closed on Bank Holidays and at night between the hours of * 8.30pm and 6.30am. Car Parks marked with ** are closed Sundays, Bank Holidays and between the hours of 8pm and 7.30am. The Council reserves the right to amend the list of the above mentioned car parks at any time. Should any changes occur we will advise you accordingly.
Please note that a permit does not guarantee a parking space.

If applying for a Group 5 concessionary permit valid for 5 days only between Monday & Saturday please circle which day you do *not* want your permit to be valid on in the box below.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY

Permit Holders Signature: _____ Date: _____ **(To be signed by permit holder only)**
Permit Holders Name: _____ (In Block Capitals)

Please return application form and remittance to: Parking Services, P O Box 569, Aylesbury HP20 2ZW.
Please allow 7 days for your permit to be processed and please note that all permits will be posted.

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.

Conditions

Permits are issued at the Councils discretion and may not be issued to anyone with any outstanding Penalty Charge Notices.

A permit must be displayed on the left hand side of windscreen at all time (unless it is a courtesy car at which point our office should be informed immediately).

If you change your vehicle please contact our office on 01296 585381 and return the permit immediately. ***Please note new permits will not be issued if the old permit is not returned.*** **If you no longer require the Permit please return it to us as soon as possible. If you require a refund the permit must be returned with bank details (bank name, sort code and account no.) and will be calculated on full months remaining and is subject to a £15 administration fee.**

All permits processed will start from 1st of any given month (as specified on the front of this form). Permits may be issued for either a 6 or 12 month period and will cover whole months only.

Payment Methods

Payments can be made in **full** for any permit by the following methods: by cheque made payable to **Aylesbury Vale District Council,** or credit/debit card. ***We do not accept Diners Club or American Express***. All of the above charges include VAT at the standard rate.

Direct Debit

Payment may be made by Direct Debit payable monthly. **An initial payment must be made by cheque or credit/debit card.** For a permit to be issued payment must reach us by the 6th of any given month. Direct Debits will be taken from your bank account on the 1st of the month or the nearest working day after the 1st of the month. **NB.** ***If downloading form from internet please print Direct Debit form and complete accordingly and attach with appropriate pro-rata payment.***

Monthly payments for each permit group are as follows:

Group 4	Group 5
£58.33	£48.58

Payment by Direct Debit Required (Circle applicable) Yes No

Fee Enclosed £ _____ (Circle if a VAT invoice is required or not) Yes No

We accept **Visa, Mastercard/ Switch-Maestro/ Solo/Visa Electron** (Please circle appropriate card).

Signature:_____ Name (block capitals):_____

Please note: Once payment has been processed the credit/debit card details will be destroyed.

Card Number __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

Start date: __ ____ __ Expiry date: __ __\ __ __ Issue number (if applicable) __ __

PLEASE RETAIN FOR FUTURE REFERENCE

CONDITIONS OF USE FOR GROUP 4/ 5 PARKING PERMITS

A group 4/ 5/ 5a permit is available to companies and their employees within the "town centre" this being defined in this case as the area enclosed by the Inner Ring Road namely that bounded by the following highways-Friarage Road (north side), Exchange Street (north west side), Upper Hundreds Way (south side) New Street (south side) and Oxford Road between its junctions with New Street and Friarage Road (south east side).

An applicant must demonstrate that they are entitled to this type of permit by returning the enclosed "confirmation of employment" letter duly completed and signed by their employer confirming that they are currently employed in a workplace located within the Inner Ring Road area referred to above.

a) A cheque made payable to Aylesbury Vale District Council for the full permit cost.
b) A cheque for the first monthly payment and the completed Direct Debit form.
c) Completed and signed "confirmation of employment" letter.
d) Payment may also be made by debit/credit card details on application form.

The Parking Permit is issued under the various regulations, bye laws and orders relating to car parks and the Council accept no liability or responsibility for personal injury, (whether fatal or otherwise) or for loss or damage to property unless caused by negligence of the Council or its employees.

The Parking Permit is valid for use in the car parks specified overleaf (The Council reserves the right to amend this list at any time). **It must be clearly displayed on the left hand side of the windscreen.** A.V.D.C. Parking Services section must be informed of any change of vehicle. **Failure to display the Parking Permit makes the user liable to the normal parking charges and a ticket must be purchased.**

FAILURE TO DISPLAY EITHER A VALID PARKING PERMIT OR PARKING TICKET MAY RESULT IN THE ISSUE OF A PENALTY CHARGE NOTICE

ANY VEHICLE PARKED OUTSIDE A DEFINED PARKING BAY OR IN ANY SPECIFICALLY RESERVED BAY WILL BE SUBJECT TO A PENALTY CHARGE EVEN IF A CURRENT PARKING PERMIT IS DISPLAYED.

The Council cannot guarantee that a parking space will always be available.

REFUNDS

If you no longer require the Permit please return it to us as soon as possible. If you require a refund the permit must be returned with bank details (bank name, sort code and account no.) as all refunds are made by BACS, and will be calculated on full months remaining and is subject to a £15 administration fee. When paying by Direct Debit through your Bank/Building Society you must inform them to cancel this arrangement.

CAR PARK/PERMIT INFORMATION

If you change your vehicle please contact our office on 01296 585381 and return the permit immediately. ***Please note new permits will not be issued if the old permit is not returned.***

If a Parking Permit is stolen it must be reported to Parking Services immediately giving a crime number.
Lost parking permits will only be replaced after an administration charge of **£15.00** has been paid.

If you need to use a courtesy vehicle please contact our office as soon as possible on 01296 585381.

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NB. The Car Park with * is closed on Bank Holidays and at night between the hours of * 8.30pm and 6.30am. Car Parks marked with ** are closed Sundays, Bank Holidays and between the hours of 8pm and 7.30am. Parking permits will only be issued to drivers of vehicles 30cwt (1525kg) and over at the discretion of the Parking Services Manager.The Council reserves the right to amend the list of the above mentioned car parks at any time. Should any changes occur we will advise you accordingly.
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