

### Car Park Season Ticket Application Form

Please write in capital letters

#### DETAILS

Name	
Address	
Post Code	
Contact Phone Number	
Current Permit Number (if applicable)	
Vehicle Registration:	Model:

I am a new customer

I am an existing customer

#### SEASON TICKET REQUIREMENTS

Duration of Ticket	Number Required	Price
1 Month - £94.50		
3 Months - £233.10		
12 Months - £803.88		
<b>Total</b>		
<b>Car Park Normally Used</b>		

Month Of Commencement: \_\_\_\_\_ 1st

(Season Tickets commence on the first day of the month)

This form along with payment should be received at least 10 working days in advance of commencement date. Please send to:

**Reigate & Banstead Borough Council, Finance & Procurement, Town Hall,  
 Castlefield Road, Reigate, Surrey, RH2 0SH**

**Please see overleaf for information regarding season tickets**

I have read and understood the terms and conditions

Signed: \_\_\_\_\_

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

#### Office Use Only

Date Received

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Season Ticket Number(s):


**Earlswood Depot is not open to the public**

# Terms and Conditions

The following terms and conditions are subject to review and as such, the Council's current terms and conditions at the time of application will prevail.

1. The season ticket must be displayed in the front windscreen of the vehicle so that it is clearly visible at all times.
2. A season ticket may be used in any of the Council's Pay & Display car parks.
3. The season ticket is not transferable between vehicles unless prior arrangement made.
4. This application form must be received at least 10 working days in advance of the commencement date to guarantee sufficient time for processing & dispatch.
5. Some of the council's car parks have a maximum stay of 3 hours parking, and any short term parking restrictions must be adhered to.
6. Failure to display a season ticket or overstaying in a short term car park or space will result in a Penalty Charge Notice being issued.
7. Season tickets are **not** available in person from the Earlswood Depot.
8. A season ticket does not guarantee a parking space.
9. The council reserves the right to refuse issue of a season ticket.
10. If a season ticket has not been used in accordance with the terms and conditions, the Council reserves the right to withdraw the season ticket.
11. The season ticket may only be used for motorcars licensed as private or goods vehicles not exceeding 30cwt unladen weight or 6'6" in height.
12. The terms and provisions of the council's current off-street parking order are implied in this agreement.
13. Refunds can be obtained on full calendar months only, original permit must be returned and an administration charge will apply.
14. Any omissions of information may result in a delay in the issue of a Season Ticket. The application will not be processed if not signed and dated. Photocopies of applications cannot be accepted as we can only process application forms with an original signature.