

### Car Park Standard Season Ticket Application Form

Please write in capital letters

#### DETAILS

Name	
Address	
Post Code	
Contact Phone Number	
Car Park	
Vehicle Registration:	Model:
2 <sup>nd</sup> Vehicle Registration:	2 <sup>nd</sup> Model:
Current Permit Number (if applicable)	

I am a new customer

I am an existing customer

#### SEASON TICKET REQUIREMENTS

Price of Ticket	
1 Month - £110.00	X
3 Months - £290.00	X
12 Months - £993.00	X

**Month Of Commencement:** \_\_\_\_\_ 1st  
 (Season Tickets commence on the first day of the month)

This form along with cheque payment (made payable to Reigate & Banstead Borough Council) 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 the start date, expiry date and season ticket number are clearly visible at all times.
2. A season ticket may **only** be used in the Council's Pay & Display Car Park stated on the season ticket.
3. The season ticket is **not** transferable between vehicles unless prior arrangement made.
4. A season ticket **must not** be photocopied. Where two vehicle registrations are present on a season ticket, the season ticket must be transferred between vehicles.
5. All season tickets begin on 1st of a calendar month. Any application must be received at least 10 working days in advance of the commencement month to guarantee sufficient time for processing & dispatch.
6. 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.
7. A season ticket only permits the holder to park in a Pay & Display bay within the Council's car parks and does **not** permit the holder to leave their vehicle in a bay marked otherwise.
8. Failure to display a season ticket or overstaying in a short term car park or space may result in a Penalty Charge Notice being issued.
9. Season tickets are **not** available in person from the Earlswood Depot.
10. A season ticket does not guarantee a parking space.
11. The council reserves the right to refuse issue of a season ticket.
12. 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.
13. 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.
14. The terms and provisions of the council's current off-street parking order are implied in this agreement.
15. Refunds can be obtained on full calendar months only, original season ticket must be returned and an administration charge will apply.
16. Any omissions of information may result in a delay in the issue of a Season Ticket. The application will not be processed without acceptance of these terms & conditions.
17. A replacement season ticket may be obtained from the Council for a cost of £75 for an annual, £18.75 for a quarterly and £5 for a monthly.