



Workday Car Park Season Ticket Application Form

Invoice Request

Part A: Your Details

Please write in capital letters.

Title:

Forename:

Surname:

Address:.....

.....

.....

Postcode:

Telephone No. (Home /Business):

Telephone No. (Mobile):

Part B: Season Ticket Requirements

1st Vehicle registration:

2nd Vehicle registration (if applicable):

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Season ticket duration:
(1 month - £60.00 / 3 months - £200.00 / 12 months - £600.00)

Which 3 days will the season ticket be used?

- 1.....
- 2.....
- 3.....

Car Park:

Month of commencement:
(Season tickets commence on the first day of the month)

Current season ticket number (if applicable):

Part C: Declaration

Please see overleaf for the terms and conditions regarding season tickets

I have read and understood the terms and conditions

Signature:

Date:

This form should be received at least 15 working days in advance of the desired commencement date.

Please email to: parking.services@reigate-banstead.gov.uk

Only use this form if you require an INVOICE for a Season Ticket

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.

- i. 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.
- ii. A season ticket may only be used in the Council's Pay & Display Car Park stated on the season ticket.
- iii. The season ticket is only valid for use on the days of the week stated on the season ticket
- iv. The season ticket is not transferable between vehicles unless prior arrangement made.
- v. 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.
- vi. All season tickets begin on 1st of a calendar month. This application form must be received at least 10 working days in advance of the commencement month to guarantee sufficient time for processing & dispatch.
- vii. 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.
- viii. 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 bay marked otherwise.
- ix. 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.

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- x. Season tickets are not available in person from the Earlswood Depot.
- xi. A season ticket does not guarantee a parking space.
- xii. The Council reserves the right to refuse issue of a season ticket.
- xiii. 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.
- xiv. 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.
- xv. The terms and provisions of the Council's current off-street parking order are implied in this agreement.
- xvi. Refunds can be obtained on full calendar months only, original permit must be returned and an administration charge will apply.
- xvii. 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.