GENERAL INFORMATION

1. A season ticket will only be issued to Applicants who own a passenger or goods vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres, a motor cycle or an invalid carriage.

2. A season ticket cannot be backdated, but will be dated to expire 12 months from its date of issue.

3. The cost of the season ticket payable to the Council is shown on the application form. There is a non-refundable administration fee of £30.00 for the issue of new season tickets (not applicable to season ticket renewals).

4. 14 days should be allowed for the issue of a season ticket. Applications for season tickets to be renewed must be received 14 days prior to the date of expiry of a current season ticket.

CONDITIONS OF USE

1. Each season ticket will be issued with a protective cover and must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front, near side of the vehicle. The vehicle is not covered until the season ticket is clearly displayed.

2. A season ticket will enable the holder to park within any permitted parking space in the Council operated car park specified on the season ticket, subject to any parking bay suspensions that may be made from time to time.

3. A season ticket will not enable a holder to park in parking spaces such as Pay & Display Only, Doctors Bays, Ambulance Bays, Motorcycle Bays, Disabled Bays, Taxi Ranks, Loading Bays or on Yellow Line Waiting Restrictions.

4. A season ticket does not guarantee the availability of a parking space.

5. If a season ticket is lost, stolen or destroyed, the holder shall notify the Council immediately and the season ticket shall cease to be valid. An application form for the issue of a new season ticket will be sent on request. A new season ticket will be issued for the unexpired period of the original season ticket and an administration charge of £30.00 will be made.

6. The onus to renew the season ticket on its expiry rests with the holder.

7. Refusal by the applicant's bank or Credit Card Company to honour a payment will immediately render the season ticket invalid and will result in the invalid season ticket details being relayed to Parking Enforcement. Any vehicle found to be using the invalid season ticket will be subject to robust enforcement action including the issue of a Penalty Charge Notice and Removal.

8. Refunds for cancelled season tickets - Following the receipt of a refund request, refunds will be calculated pro rata on the number of full days remaining until the expiry of the season ticket, less a £30.00 administration charge.

9. In certain circumstances the Council may limit the number of season tickets issued.

WARNING

A person shall be guilty of an offence who, with intent to deceive:

a) Forges, or alters a Surface Car Park Season Ticket
b) Makes or has in their possession any document so closely resembling any such Surface Car Park Season Ticket as to be calculated to deceive;
c) Knowingly makes a false statement for the purposes of obtaining a Surface Car Park Season Ticket.

The vehicle to which this application applies, should have a valid Vehicle Excise Duty disc, motor insurance and MOT certificate (if applicable).

The Council reserves the right to withhold or withdraw a season ticket.