

LONDON BOROUGH OF SUTTON
CAR PARK SEASON TICKET APPLICATION FORM



Please read the *Terms and Conditions* at the end of this document before completing **all sections** of this application form.

A NAME AND CONTACT DETAILS	
1	Title (Mr, Mrs, Miss, Ms)
2	First Name
3	Surname
4	Telephone Number
5	Email Address
6	Address
7	Post Code

B CAR PARK DETAIL					
8	Please tick below which car park you are applying for:				
	Car Park Name	Quarterly	Please Tick	Annual	Please Tick
a	Gibson Road Multi-Storey	£240		N/A	
b	Times Square Multi-Storey	£240		N/A	
c	Carshalton High Street	£126.80		£441	
d	Cheam Library	£126.80		£441	
e	Kingsway Road	£126.80		£441	
f	Melbourne Road	£126.80		£441	
g	Shotfield	£126.80		£441	
h	Public Hall, Wallington	£126.80		£441	
i	The Square, Carshalton	£126.80		£441	

C VEHICLE DETAILS							
9	Vehicle Registration Number						
10	Vehicle Type Approval (tick)		L1-L7		M1		N1
11	Fuel Type (please tick)	NORMAL	Petrol		Diesel		
		ALTERNATIVE	Hybrid		Gas		Electric
		OTHER (specify)					
12	CO2 Emissions (g/km)						
13	Vehicle Make						
14	Vehicle Model						
15	Vehicle Colour						
16	Please confirm that your vehicle meets the height and weight restrictions (tick)		YES		NO		
			<i>Multi-Storey 1.98m and 2.5T Surface Car Park: 2.1m and 2.5T</i>				

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D PAYMENT						
17	Payment method (please tick)	Card			Cheque /Postal Order	Cash
		Online	Customer Office	Pay Machine at car park		
a	Surface Car Park			N/A		
b	Multi-Storey Car Park	N/A				

E START DATE					
18	Please indicate the start date required (must be 1st of the month)	Month		Year	

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DECLARATION

By signing below I confirm that

- (a) All details provided in this application are correct and I authorise the Council to undertake any checks necessary to confirm the validity of the information provided.
- (b) I will inform the Council should any of this information change.
- (c) I have read and agree to abide by the terms and conditions below.
- (d) I have enclosed payment/requested payment method above.
- (e) I understand that a Penalty Charge Notice may be issued to my vehicle for any infringement of the Parking Places Order the details of which can be found on the tariff boards in the car park.

SIGNATURE	
NAME	
DATE	

Applications and evidence can be returned:

By post or in person to:

SABA (formally Indigo) Customer Office
50 Grove Road
Sutton
SM1 1BT

Please include a cheque/postal order made payable to “**London Borough of Sutton**”. Please **DO NOT** send cash in the post.

Payments can be made by cash, card, cheque or postal order at this office.

Data Protection Information

Personal data has been collected by the London Borough of Sutton and Saba Park Services UK Ltd in order to process your permit application. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To verify the information contained within the application and assess eligibility.
- Shared with third parties for appeals and enforcement. Full details of third parties are available in our privacy policy on our website at www.sutton.gov.uk
- Shared with the police or security organisations to prevent or detect crime
- Data will be stored for a period of six years from the date of permit expiry or as long as you have a valid permit, whichever is longer.

Data Rights

In relation to the personal data which we may hold about you, you have the right to request to: Be **informed**, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information

Data protection questions can be made by email to dpo@sutton.gov.uk or in writing to the Information Officer, Civic Centre, Sutton, SM1 1EA. You further have the right to complain to the Information Commissioner's Office at www.ico.org.uk

APPLICATION FORM GUIDANCE

Please complete the form in **CAPITALS** using black or blue ink.

Payment by cheque/postal order will not be processed until we have approved the application. We may require further information to approve your application and if we do we will hold your cheque/postal order whilst we obtain this information.

If your application is not approved then your cheque/postal order will be returned to you.

SECTION A

- 1 – Enter your title
- 2 – Enter your first name
- 3 – Enter your last name
- 4 – Enter a day time telephone number we can reach you on in case we have any queries with your application
- 5 – Enter a valid email address (this will be used for renewal reminders)
- 6 – Enter your address
- 7 – Enter your postcode

SECTION B

- 8 – Please tick the car park that you are applying for.

SECTION C

- 9 – Please enter the full alpha-numeric Vehicle Registration Mark of the vehicle
- 10 – Please tick which answer applies to you.
- 11 to 15 – This information can be found on your V5 document most can also be found by visiting this website (<https://www.gov.uk/check-vehicle-tax>)
- 16 – Please confirm that your vehicle meets the height and weight restrictions for the car park you are applying for

SECTION D

- 17 – Please confirm the payment method

SECTION E

- 18 – Please confirm the start date of the permit. Please note permits must start the 1st of the month.

Terms and Conditions

General

1. Vehicles are parked at the owner's risk.
2. Vehicles must be parked wholly within a bay/space
3. A permit is not valid in a motorcycle bay, disabled bay, electric vehicle charging bay or car club bay.
4. A permit will only be valid for the period applied for.
5. The permit may only be used for the car park for which it is issued, and in the case of surface car park permit, the vehicle for which it was issued.
6. Refunds will only be made on the basis of whole months remaining, 30 days' notice is required for cancellation and the pass must be returned. A £10 charge is applicable to any refund processed.
7. Vehicles must be driven in a safe manner when using the car park and always comply with directional signage/markings. A permit may be cancelled, without refund, for driving in an unsafe manner.
8. A charge of £10 per permit will be made to issue any duplicate permit (same registration only) in cases where the current permit has been lost, defaced or damaged and must be paid for prior to issue of a replacement.
9. Parking spaces may be suspended from time to time. A permit will not be valid in a suspended space.

Surface Car Parks

10. The permit must be displayed on the inside front windscreen at all times so that all details of the permit can be seen.
11. On a change of vehicle the current permit must be surrendered to obtain a new permit with the new vehicle details.

Multi-storey Car Parks

12. Use of the pass-card/ANPR entry beyond the expiry date of the permit will be charged at the daily rate applicable to the car park or the pass/ANPR entry may be blocked from use.
13. Access to vehicles will be restricted to the operational hours of the car park.

The possession of a permit does not guarantee the availability of a space at any given time although all reasonable efforts will be made to ensure spaces are readily available. If necessary a restriction may be placed on the issue of new permits.