Please provide all the information below:

<table>
<thead>
<tr>
<th>NAME</th>
<th>ADDRESS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMAIL ADDRESS</td>
<td></td>
</tr>
<tr>
<td>PHONE NUMBER</td>
<td></td>
</tr>
</tbody>
</table>

**IS THIS A NEW APPLICATION OR RENEWAL OF AN EXISTING SEASON TICKET?**
- **NEW**
- **RENEWAL**

**WHICH CAR PARK IS THE SEASON TICKET FOR?**

**IS THIS APPLICATION FOR A QUARTERLY OR ANNUAL SEASON TICKET?**
- **QUARTERLY**
- **ANNUAL**

**WHEN DO YOU WISH THE SEASON TICKET TO COMMENCE?** *(Please note that start dates can only be 1st of each month)*

<table>
<thead>
<tr>
<th>MONTH</th>
<th>YEAR</th>
</tr>
</thead>
</table>

**CAR MAKE**

**REGISTRATION NUMBER**

**OLD VEHICLE REGISTRATION IF CHANGED FROM LAST RENEWAL**

If issued with a Season Ticket as a result of this application, I agree to abide by the following rules:

**General**

1. I understand that the vehicle is parked at owner’s risk.
2. I understand that a Season Ticket shall only be valid for the period applied for (above)
3. I understand the season ticket will be used only for the vehicle and for the car park for which it is issued.
4. I understand that refunds will be made on the basis of whole months remaining rather than individual days. In the event of a refund being made, a minimum charge of £10 payable to the Council shall be made to cover administration costs.
5. To drive in a safe manner when using the car park and always comply with the directional signage/markings.

**Surface Car Park Season Ticket**

6. The ticket will be displayed by me on the inside of my front windscreen at all times my vehicle is parked in the car park.
7. My vehicle is a motor vehicle which does not exceed a weight of 2540 kilos un-laden or is more than 2.06 metres in height.
8. A charge of £10 per permit will be made to issue a duplicate screen permit (same Registration only) in cases where the current permit has been lost, defaced or damaged and must be paid before the issue of a replacement.
9. On a change of vehicle the Season Ticket holder must surrender their existing screen permit and obtain a replacement permit showing the new vehicle’s details before the new vehicle is used.

**Multi-Storey Car Park Season Ticket**

10. My vehicle is a motor vehicle which does not exceed a weight of 2540 kilos un-laden or is more than 1.98m metres in height.
11. I understand that any use of a pass-card beyond the paid-for period will be charged at the daily rate applicable to the car park, unless a further season ticket period is purchased, or will be blocked if payment to extend that period has not been received.
12. A minimum charge of £10 shall be payable to the Council to reinstate a blocked pass-card or replace a lost, defaced or damaged pass-card.
13. I understand the season ticket will only allow me access Monday - Saturday

*The possession of a Season ticket does not guarantee the availability of a space at any given time although all reasonable efforts will be made to ensure that spaces are readily available. If necessary a restriction will be placed on the issue of new season tickets.*

I understand that a Penalty Charge Notice may be issued to my vehicle for any infringement of the Parking Places Order, a copy of which is available for inspection at the Civic Offices, St Nicholas Way.

Signed: ..................................................  Dated: ..................................................
# London Borough of Sutton
## Car Park Season Ticket Charges

From 1st April 2015 (inc. 20% Vat)

<table>
<thead>
<tr>
<th>CAR PARK</th>
<th>AREA</th>
<th>QUARTERLY</th>
<th>ANNUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gibson Road Multi-Storey Sutton</td>
<td>£240</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Times Square Multi-Storey Sutton</td>
<td>£400</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>Carshalton High Street Carshalton</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Cheam Library Cheam</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Kingsway Road Cheam</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Melbourne Road Wallington</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Shotfield Wallington</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Public Hall Wallington</td>
<td>£126.80</td>
<td>£441</td>
<td></td>
</tr>
<tr>
<td>Public Hall Overnight Coach Parking Wallington</td>
<td>N/A</td>
<td>£325</td>
<td></td>
</tr>
</tbody>
</table>

Please note that bulk buy discounts for businesses are available.

First-time application for a Multi-storey car park Season ticket

Payment can be made by sending in a cheque with this application form, or by paying cash or, following approval of this application and receipt of pass-card, by cash or credit/debit card at the Pay Station in the car park.

Renewal of MSCP Season ticket

When your pass card nears its expiry date the entrance/exit card reader will remind you that you need to renew your quarterly payment. This can be completed at a Pay Station within the car park by inserting your pass card in the card reader and following the on-screen instructions. Payment can be made by cash or credit/debit card. If paying by cash the charge will be rounded up to the nearest 10p as the Pay Station does not accept lower coin denominations. The Pay Station will automatically issue a transaction receipt including VAT.

Renewal of Surface Car Park Season ticket

The quickest and easiest way to renew and securely pay for your surface car park season ticket is online at [www.sutton.gov.uk/permits](http://www.sutton.gov.uk/permits) using the pin number which has been sent to you. Please only complete this paper form if you are unable to renew online.

Please make cheques payable to 'London Borough of Sutton' and return your application form to: Parking Services, Civic Offices, St Nicholas Way, SUTTON Surrey SM1 1EA