BEDFORD BOROUGH COUNCIL

Borough Charter granted in 1166

Chief Executive: P. J. Simpkins

CAR PARK SEASON TICKET

GUIDANCE NOTES AND APPLICATION FORM

TERMS & CONDITIONS OF USE

1. Season Tickets are issued by Bedford Parking Services for a specific car park and are only valid in that car park. Season Tickets are available as permits to be displayed or as barrier cards, depending on the car park chosen. The vehicle must be parked in accordance with the terms and conditions of use displayed in the car park. Failure to display a permit clearly or comply with the terms and conditions displayed may result in the issue of a Penalty Charge Notice. Currently the charge is up to £70 reduced to 50% if paid within 14 days.

2. For pay-and-display car parks, a permit will be issued displaying a unique code indicating the car park in which the season ticket is valid. **The permit must be clearly displayed in the vehicle and be visible through the front windscreen.**

3. If the car park operates as a 'pay-on-foot' car park, a barrier card will be issued to allow entry and exit. A season ticket for display will not be required.

4. Season tickets are issued for a period of up to 3 months in whole months only. All season tickets expire on the last day of March, June, September, or December.

5. **ONLY Queen Street MSCP** offers an **Annual Season Ticket**. The Season Ticket will be valid for 12 months commencing from the first day of the month in which the application is made. Applications should be submitted at least 4 weeks in advance of the required start date.

6. If a season ticket is no longer required, it may be surrendered to the Council who will refund one third of the amount paid for each completed unexpired month, less £5 administrative charge. The permit or barrier card must be returned.

7. The season ticket is not transferable between vehicles or persons. Bedford Parking Services will re-issue a season ticket for a change of vehicle for the **same person** for a £5 administrative charge.

8. There is a £10 charge to replace a lost or stolen permit or barrier card. If the original ticket is subsequently found it must be returned to Bedford Parking Services. Damaged permits will also be replaced at a charge of £10. Damaged barrier cards should not be inserted into the machines and no charge will be made for a replacement.

9. Season tickets do not guarantee a parking space at the car park.

10. Where maintenance work closes or restricts the use of a car park, notices will be erected identifying alternative car parks where season tickets are valid.

11. The application form must be completed in full by the applicant. If the application is not fully completed, the form will be returned to the applicant and there may be a delay in the issue of the season ticket.

12. Applications may be made by post, with payment by cheque or postal order made payable to Bedford Borough Council and sent to Bedford Borough Council, Customer Services Centre, PO Box 1494, Bedford, MK40 9EA. Alternatively, application forms may be handed in at Bedford Borough Council, Customer Services Centre, Horne Lane, Bedford, MK40 1RA together with the payment. Due to the volume of applications it may take up to 4 weeks to issue the season ticket and therefore it is recommended that the application and payment be submitted at least 4 weeks before the required start date.

GUIDANCE NOTES FOR COMPLETING THE APPLICATION FORM

(PLEASE RETAIN FOR FUTURE REFERENCE)

To ensure that the requested season ticket is received prior to the 'start date', the completed application and payment should be received by Bedford Parking Services **at least 4 weeks prior to the start date.** The application must be completed in full in order for the season ticket to be issued.

SEASON TICKET HOLDER'S DETAILS
Enter your full name, home address, and daytime telephone number.

VEHICLE DETAILS
Enter the vehicle registration mark of the vehicle(s) for which the season ticket is required.

CAR PARK

Tick the appropriate box to indicate the car park for which the season ticket is required.

PERIOD OF SEASON TICKET
Tick the appropriate box to indicate the period required.

RECEIPT OF SEASON TICKET
Tick the appropriate box indicating how you would like to receive the season ticket. It can either be:

(i) Collected from Bedford Parking Services (we will ring you and advise when it is ready for collection);

(ii) Posted to your home address. Please enclose a stamped addressed envelope;

(iii) Collected in a batch of other season tickets by a nominated person (please ensure the name and contact number are provided).

PAYMENT
Enter the value of the remittance (see table of charges) and indicate the method of payment by ticking the appropriate box.

DECLARATION
The declaration stating that you agree to comply with the terms and conditions detailed on the application form and those displayed in the car park must be signed by the person applying in order for the season ticket to be issued.

*Note for businesses - VAT registered bodies cannot include the VAT for off-street parking when making VAT returns. Consequently, this charge has been removed from this document. Please see VAT Notes 03/04 provided by the Inland Revenue.

Table of charges for period commencing **01 April 2012**

ALLHALLOWS & RIVER STREET			**ST PETERS STREET**		
3 Month	*Please see note above	£420.00	3 Month	*Please see note above	£279.00
2 Month		£294.00	2 Month		£195.50
1 Month		£168.00	1 Month		£112.00
LURKE STREET			**QUEEN STREET**		
3 Month	*Please see note above	£347.00	12 Month	*Please see note above	£626.00
2 Month		£243.00	3 Month		£174.00
1 Month		£139.00	2 Month		£122.00
MELBOURNE STREET			1 Month		£70.00
3 Month	*Please see note above	£132.00	**ASHBURNHAM ROAD**		
2 Month		£92.00	3 Month	*Please see note above	£310.00
1 Month		£53.00	2 Month		£202.00
			1 Month		£113.00

FOR OFFICIAL USE ONLY		PERMIT/BARRIER CARD NUMBER	
RECEIVED BY	HAND / POST	DATE ISSUED	
LOST PERMIT NO		PAYMENT METHOD	
LOST BARRIER CARD NO		AMOUNT PAID	
CANCELLATION FORM RAISED		ACTIONED BY	

SEASON TICKET APPLICATION

REASON FOR APPLICATION	
❑	CAR PARK SEASON TICKET
❑	REPLACEMENT SEASON TICKET - CHANGE OF VEHICLE - **£5**
❑	REPLACEMENT PERMIT / BARRIER CARD **(Lost / Damaged Permit or Lost Barrier Card) £10**

PLEASE READ THE GUIDANCE NOTES BEFORE COMPLETING THIS APPLICATION FORM

AMOUNT ENCLOSED **£**	
❑ CASH **IN PERSON ONLY - PLEASE DO NOT POST**	❑ CHEQUE **PLEASE MAKE PAYABLE TO BEDFORD BOROUGH COUNCIL**

Please tick here for card payment ❑ and we will contact you for secure payment

SEASON TICKET HOLDER'S DETAILS		
SURNAME	TITLE	
FORENAME(S) IN FULL		
ADDRESS		
		POSTCODE
DAYTIME TELEPHONE NUMBER		

VEHICLE DETAILS
Vehicle Registration Mark:

CAR PARK

Season ticket requested for

ALLHALLOWS MSCP ❑	**LURKE STREET MSCP** ❑	**QUEEN ST MSCP** ❑
RIVER STREET MSCP ❑	**ST. PETERS STREET CP** ❑	**MELBOURNE STREET CP** ❑
ASHBURNHAM RD CP ❑		

PERIOD OF SEASON TICKET

QUEEN ST MSCP ANNUAL SEASON TICKET ❑ **MONTH COMMENCING:** _____

	3 MONTH	**2 MONTH**	**1 MONTH**
First Quarter	January to March ❑	February & March ❑	March ❑
Second Quarter	April to June ❑	May & June ❑	June ❑
Third Quarter	July to September ❑	August & September ❑	September ❑
Last Quarter	October to December ❑	November & December ❑	December ❑

RECEIPT OF SEASON TICKET

I would like to collect my Season Ticket from the Bedford Borough Council, Customer Services Centre ❑

I would like the Season Ticket to be posted & enclose a stamped addressed envelope ❑

I would like _____ to collect the season ticket on my behalf ❑

DECLARATION

I hereby certify that I am the applicant and the information I have provided is correct. I agree to comply with the terms and conditions listed on this application and those displayed in the car park.

SIGNATURE	**DATE**