



Swale
BOROUGH COUNCIL

Season Permit



Application Form

A - Completing the application form

1. A separate application form is required for each permit (maximum of 2 vehicles per permit).
2. Enter the name or company and address applying for the parking permit, together with the make/model, colour and registration numbers of the vehicles.
3. The correct fee (please refer to section C) must accompany the completed application form. Cheques/Postal Orders should be made payable to Swale Borough Council.
4. Application forms should be returned to:

**Swale Borough Council
Civil Enforcement Office
Swale House
East Street
Sittingbourne
Kent
ME10 3HT**

5. For renewal of permits by telephone please call (01795) 417850. Please have vehicle details and existing permit number together with credit/debit card details ready. Seven days should be allowed

for the issue of a permit. All applications for renewal must be received seven days prior to the expiry of the current permit.

B - Conditions of use

1. The first issued permit will be sent 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 near side of the vehicle. The vehicle is not covered until the permit is clearly displayed.
2. A permit is only valid for the specific vehicle/vehicles named on the application form and on the permit. A maximum of two vehicles can share a single permit, but only one vehicle at a time will use the permit.
3. A new permit must be obtained for a change of vehicle and will be issued free of charge for the unexpired period of the original permit, subject to one change in any one permit period, additional changes will be subject to a charge of £10. Any change of vehicle must be notified to the Civil Enforcement Office.
4. If a permit is lost, stolen or destroyed, the permit holder shall notify the Civil

Enforcement Office immediately and the permit shall cease to be valid. A replacement permit will be issued for the unexpired period of the original permit and an administration charge of £10 will be made.

C - How much will it cost?

Parking in **ONE** town only:
(either Sittingbourne, Faversham or Sheerness)

£72 per month

£195 per quarter

Parking in **ALL** towns
(Sittingbourne, Faversham & Sheerness)

£215 per quarter

D - Where can I park?

SITTINGBOURNE

St. Michael's Road

Cockleshell Walk

Spring Street

Bell Road

FAVERSHAM

Queens Hall

Partridge Lane

SHEERNESS

Beach Street

Bridge Road

Trinity Road

Albion Place

Cross Street

How we collect and use information

We will use the information you have given to process your permit.

By law, we may check the information you have provided against other information we already have to make sure the information is accurate. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes. We will not give information about you to anyone else, or use information about you for other purposes, unless the law allows us to.

Swale Borough Council is the data controller for the purpose of the Data Protection Act 1998. If you want to know more about what information we have about you, or the way we use that information, you can ask for the Data Protection Officer of Swale Borough Council.

CAR PARK SEASON PARKING PERMIT APPLICATION/RENEWAL FORM

Please read the attached information carefully before completing this form.

APPLICANT INFORMATION

1. Name in full
(Mr/Mrs/Miss/Ms)
2. Contact Person
(ie Company Secretary)
3. Address
4. Postcode
5. Daytime Tel No

VEHICLE DETAILS

1

2

6. Registration No.
7. Existing Permit No.
(if any)
8. Vehicle Make/Model
9. Vehicle Colour
10. Permit Commencement
Date

PERMIT DETAILS

11. Parking **ONE** town only (please tick one box)
 £72 per month £195 per quarter
Select town (please tick one box)
SITTINGBOURNE FAVERSHAM SHEERNESS
12. Parking in **ALL** towns (Sittingbourne, Faversham & Sheerness)
(please tick box)
 £215 per quarter

Please continue overleaf

TEAR HERE

CAR PARK SEASON PARKING PERMIT APPLICATION FORM

Continued

I enclose a cheque/postal order for the sum of
made payable to **SWALE BOROUGH COUNCIL**

PLEASE DEBIT: Credit/Debit Card

Card No

Start Date

Expiry Date e No

Security Code

(Last three numbers on back of card along signature strip)

I declare that I have read, and agree to abide by the terms and conditions governing the issue and use of Car Park Season Parking Permits in the Borough of Swale.

In making this application I understand that authorised Officers of the Council may check the statements made in this application against the Electoral Roll and/or with the Driver and Vehicle Licencing Centre.

SIGNED

DATE

Please ensure - that you have answered the questions fully
- payment is enclosed
- signed in the space above

**FAILURE TO COMPLY WITH THE ABOVE WILL RESULT IN
A DELAY IN ISSUING THE PERMIT.**

Return to: Civil Enforcement Office,
Swale Borough Council,
Swale House,
East Street,
Sittingbourne,
Kent ME10 3HT

TEAR HERE

FOR OFFICE USE ONLY

1. Date Rec.

2. Ch/Ca/PO/Cr Card

3. Date Iss.

4. Permit No.

5. Comm. Date

Copies of this document are available on the council website
www.swale.gov.uk.

If you would like further information, more copies or alternative versions (i.e. large print, audio, different language) we will do our best to accommodate your request please contact:

Customer Services,
Phone: 01795 417850
Email: csc@swale.gov.uk