



Napier Parking Ltd, Atterbury Lakes, Fairbourne Drive, Atterbury, Milton Keynes, MK10 9RG  
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## Application Form for a Parking Permit – Jermyn St, Sleaford

Please fill in this form in **BLOCK** capitals.

### You are applying for : (Please tick box)

- Annual Peak Permit £500 inc. VAT (any time)
- Annual Off-Peak Permit £25 inc. VAT (1700hrs – 0900hrs Mon-Fri & anytime Sunday & bank holidays)
- Additional plastic permit holder £3.00 inc. VAT (two are included with your permit)

### Your Details :

Name ..... Company Name (if applicable).....  
 Address.....  
 ..... Postcode.....  
 Telephone..... E-mail.....

### Permit Details :

I require the permit to start on (date) .....  
 Vehicle Registration Number (1)..... Vehicle Make.....  
 Vehicle Registration Number (2)..... Vehicle Make.....

*Note\* Renewal of permits is the permit holders responsibility. Please allow up to 14 days for your permit to be processed.*

### Payment/Requirements :

## REQUIRED

**Please read the attached Terms & Conditions for Parking Permits**

## PAYMENT

- **By Telephone:** 01730 828103 (please post your form to us first)
- **By Post:** I enclose £..... inc. VAT for the permit(s) applied for as above. (By cheque or Postal Order payable to Napier Parking Ltd and enclosed with application form).
- Do you require a VAT receipt from Napier Parking (circle) **Yes/No**

**IMPORTANT NOTES :**

- **Terms and Conditions of parking apply. Terms and Conditions are displayed in the car park on signage.**
- If you wish to change/amend the vehicle registration on the permit a fee will be payable.
- Permits are registration specific. Permits can only be used in one vehicle at any single time.
- **Virtual Permit holders are not required to display a permit.**
- No refunds will be given except at the discretion of Napier Parking Ltd.

**Declaration :**

I have read and accepted the Terms and Conditions of Parking supplied by Napier Parking Ltd.

**SIGNED:** ..... (“the customer”) **DATED:** .....

The permit will be issued upon receipt of your payment and completed application form. Please allow up to 14 days for the parking permit to be processed. Napier Parking does not guarantee that all applications will be successful. If your application is not successful the full amount paid will be refunded to you.

**Office use only :**

**Payment Received by**

Name..... Date.....

**Payment Method:**    Credit Card     Cheque     Amount: £.....

CC/Cheque Reference.....

**Permit Processed**

Date..... By.....

Date Posted..... **Royal mail 1<sup>st</sup> or 2<sup>nd</sup> Class.**

**Terms and Conditions for Parking Permits**  
**PLEASE READ THESE TERMS AND CONDITIONS CAREFULLY.**

**PERMITS**

These Terms and Conditions of Parking shall apply to Parking Permit holders and to Virtual Permit holders.

(a) Additional Terms and Conditions of Parking are displayed in the car park on signage. Those Terms and Conditions also apply to parking permit holders and to Virtual Permit holders.

(b) A Parking Permit enables one vehicle to park in the designated car park at any one time.

(c) A Parking Permit is issued in respect of a single vehicle, the registration details of which must be provided at the time of application. That permit may only be used in conjunction with that vehicle. An additional vehicles can be added to the permit however additional charges will apply. We will consider, at our sole discretion, making exceptions to this clause at the time of the permit application. Any exceptions will only be valid if evidenced in writing from us. Only one vehicle may park within the car park at any one time.

(d) The Parking Permit must be displayed on the inside of the windscreen on the vehicle. There is no requirement for the holder of a Virtual Parking Permit to display the permit. In all other respects, the rights and obligations applicable to a Virtual Parking Permit shall be identical to those applicable to a Parking Permit.

(e) If a Permit is lost or stolen, a replacement may be obtained. A replacement fee will be payable.

(f) Each Permit has a unique serial number and once cancelled it will become invalid.

(g) A Permit does not guarantee that a parking space is available within the Car Park all parking is on a first-come first-served basis. We will be reasonable with the amount of permits we retail to ensure the car park is not oversubscribed by permit holders.

(h) You must only park in the car park or permit holder area that your permit is designated for.

(i) We reserve the right to close areas of the car parks and offer alternative parking areas.

(j) We reserve the right not to renew the Permit at our discretion. We reserve the right to terminate the Permit at any time and in the case of such termination, we will refund the full pro-rata amount for the unused period.

(k) If the user of a Permit commits a breach of the Terms and Conditions of Parking, we reserve the right to terminate the Permit. In such circumstances, no refunds will be given. We may also terminate a Permit for improper use. Examples of improper use are duplication by photocopying/scanning or forgery. In such cases we may notify the police and a criminal prosecution may follow.

(l) It is the Permit holder's responsibility to ensure that the Permit is kept in good condition for the whole validity period. Should a Permit be damaged or become illegible, we may at our own discretion offer a replacement and only if the damaged permit is exchanged for the new Permit. An administration charge will be payable.

(m) Should a breach of any of these Terms and Conditions occur, the vehicle involved will be liable to be issued with a Fixed Charge Notice (commonly called a Parking Charge Notice).

(n) Refunds are only available at the discretion of the management.

(o) It is your responsibility to remember when your parking permit expires.

(p) You park and use the car park at your own risk. The management and/or land owner accept no responsibility for any damage or loss caused.

(q) Napier Parking Ltd and/or the landowner reserve the right to update or change these terms and conditions from time to time. A current copy is available on request and is displayed at [www.napierparking.co.uk](http://www.napierparking.co.uk).