



Town Centre Workers Scheme Application Form

If you work in the town centre you can take advantage of a reduced Car Park tariff for Milton Place, Ordnance Road and Gurdwara car parks.

First you need to register your details to obtain a scheme badge which should be displayed at all times when parking. Daily pay and display tickets can then be obtained for 5 hours of parking for £1.25 or 10 hours of parking for £2.50 from the pay and display machines in the car park.

Instructions on how to obtain the Town Centre Workers tariff from the pay and display machines will be sent with your permit once your application has been authorised.

You can obtain a permit by:

1. Supplying to the council a typed letter from your employer, printed on company letter headed paper confirming your employment within the Town centre along with a copy of a recent payslip
2. Supplying a copy of the vehicle registration documents to provide proof of ownership of the vehicle. If the vehicle is not registered in the applicants name, insurance documents will need to be provided as proof that the applicant has permission to drive the vehicle to and from work

Town Centre Workers scheme Terms and Conditions

PLEASE NOTE:

- The permit **does not** guarantee a space.
- The permit is not transferable from one person to another.
- Permits can take up to five working days to be issued and alternative parking arrangements should be made until you are in receipt of your permit
- *Permits are for the use of town centre workers only.* The Council reserves the right to cancel any permit found to have been used other than in accordance with the applicable terms and conditions and the badge will be automatically revoked.

Registration - Membership of the scheme will last for 12 months from the date the permit is issued. It is the permit holder's responsibility to apply for a renewal before the 12 month period ends.

To renew a permit – When the 12 month period is coming to an end, a new application and documents should be submitted for a renewal permit to be issued. Applications should be sent at least five working days before your permit is due to expire.

Expired Permits - If your permit expires and you do not renew your permit in time, purchasing the Town Centre Worker (TCW) tariff pay and display tickets will result in a Penalty Charge Notice (PCN) being issued as the TCW tariff is not valid unless a valid permit is displayed. The standard charge would apply until you are in receipt of your new permit. Failure to supply all the documents listed will delay your application.

Lost or stolen permits – If a permit is lost, please complete an application requesting a replacement. The old permit will then be voided so any vehicle seen to be using the permit will be issued with a Penalty Charge Notice (PCN). The standard pay and display charges apply until you are in receipt of a replacement permit.

Employment - If during the 12 month registration period your employment within the town centre ceases, your badge must be returned to Parking Services at the Civic Centre.

Display - The badge and ticket should be displayed prominently on the inside of the vehicle windscreen. Any vehicle not displaying an authorised badge is not covered by the scheme and is therefore subject to the standard pay and display charges.

Change of vehicle or employer - Should you change your vehicle during the 12 month period, you will need to supply evidence of your new vehicle for a new badge to be issued. Your old permit will need to be returned with your application due to it being only **one** permit per applicant. If you change employer details will need to be supplied so that our records can be kept up to date.

Parking Regulations - Badge holders must comply with the conditions of the particular parking area; these are displayed on the tariff boards. Failure to comply with the conditions may result in the issue of a Penalty Charge Notice (PCN).

Scheme membership - Random checks may be made throughout the 12 month period in which case you may be asked to supply proof of employment. Failure to do so may result in the badge being cancelled. Gravesham Borough Council reserve the right to request further documentation/proof should we feel it is necessary.

To Cancel a Permit - If a permit is no longer required, please return it to Parking Services immediately so that cancellation arrangements can be made

Please ensure you have read the terms and conditions provided overleaf, before completing this application form

Full Name and Home address	Name and address of Employer
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Vehicle Details

Vehicle Registration: Make: Colour:

Contact Details

Telephone: Home..... Work..... Mobile.....

Email:

If you would like to be sent a reminder to renew your permit an email address must be provided.

Declaration:

I certify that I am a Town Centre Worker and wish to apply for a permit to park the vehicle described

I understand that the permit remains the property of Gravesham Borough Council. I understand that permits are not transferable and the facility may be withdrawn if the permit is found to have been misused. I understand that if fraudulent applications are detected or if terms of use are breached this permit will not be valid and my vehicle will be subject to enforcement action.

I understand that any permit issued to me is conditional on my informing Gravesham Borough Council in writing and surrendering the permit in case of:

- Moving employment outside of the Town Centre
- Selling the vehicle
- Changing the vehicle

Warning - Misuse of a permit can result in a Penalty Charge Notice (PCN) being issued and the permit being cancelled

I confirm I have read and understood the information contained within this application and agree to provide additional information if required to confirm employment or vehicle ownership.

Signature:..... Date:.....

Failure to provide the necessary information and documentation will result in your form being returned to you and delaying your application.

The quickest and easiest way to apply for your permit is by emailing your completed application and documentation to parking.permits@gravesham.gov.uk.

If you would like more information about how the parking department uses your personal data please read our privacy notice at www.gravesham.gov.uk/privacy