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**Application Form for a Season Parking Permit**

Please complete the form below and email it to: seasonpermits@stalbans.gov.uk

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| **What is the Vehicle Registration Number of the vehicle your Permit will cover?** | **Vehicle Registration:**  **………………………………………..** | **If more than one vehicle, please append additional information.**  **Individual site** – surface car park. The car parks marked with an asterisk in Column 1 are classed as ‘surface car parks’. Please state the name of the ONE surface car park for which you would like the permit to be issued.  **Multi-site –** can be used in all surface car parks marked with an asterisk in Column 1.  **Multi-Storey** - Drovers Way **or** Russell Ave barrier-controlled car parks in St Albans City centre. Please state the name of the ONE Multi-Storey car park for which you would like the permit to be issued. |
| **What type of permit are you applying for?**  **List of car parks:**  **St Albans:**  • Drovers Way  • Russell Avenue  • Adelaide Street\*  • Bricket Road North\*  • Gombards\*  • Keyfield Terrace\*  • London Road\*  • Townsend Avenue\*  • Verulamium\*  **Harpenden:**  • Amenbury Lane\*  • Bowers Way East\*  • Bowers Way West\* | Season permit charges (no change):     |  |  |  |  | | --- | --- | --- | --- | |  | Individual Site | Multi-Site | Multi-Storey | | Annual | £790 | £900 | £920 | | Quarterly | £220 | £247 | £260 | | Monthly | £80 | £90 | £100 |   \*Prices include VAT  **Permit for: (tick one):**  **[ ] Individual Site** (please specify ONE car park marked with an asterisk from the list on left:  **………………………………........**  **[ ] Multi Site** (all those marked with an asterisk in the list on the left)  **[ ] Multi-story (please specify either ‘Drovers Way’ or ‘Russell Avenue’):**  **…………………………………………** |

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| **Applicant’s full name:** |  | **Note:** If the application is made by a business on behalf of an employee/employees, please state the name and full postal address of the business. In such cases, an invoice will be issued to the business to cover the cost of the Season Permit(s). |
| **Applicant’s full postal address:** |  |
| **Email address:** |  | **Note:** If a different email address is to be used for invoicing, please include these details as well. |
| **Email address for invoice (if different)** |  |
| **Contact phone number(s):** |  |  |
| **How are you paying?** | **[ ] Please invoice my company** (I have provided contact details above.  **[ ] I want to pay annually by Direct Debit.**  **[ ] I want to pay quarterly by Direct Debit.**  **[ ] I want to pay monthly up front and in full** | **Note:** Annual and Quarterly charges can be paid by direct debit via monthly or quarterly instalments. If you would like a direct debit to be set up tick the relevant box and a Direct Debit Mandate will be issued with an invoice.  Charges for monthly permits must be paid up-front and in full by BACS transfer. Bank and reference details will be provided when your application is processed. Payment must be made within 2 days. If payment is not received the Council reserves the right to cancel the permit. |

Once fully completed, please email your form to [seasonpermits@stalbans.gov.uk](mailto:seasonpermits@stalbans.gov.uk).

We will process your application, and contact you to fulfil your order as soon as possible. If you do not receive your new Council Season Permit by 4th October 2019, do not worry – you will not be issued with a Penalty Charge Notice if the parking team is dealing with your application. You can speak to the team during office hours by calling 01727 751824. We are here to help.