



**RESIDENT OFF-STREET (OFF-PEAK)
 SEASON TICKET APPLICATION FORM**

e-mail seasons@winchester.gov.uk
website www.winchester.gov.uk

Residents of Winchester's current permit zones may make application for the purchase of an Off-Street Off-Peak Season Ticket for use within specific car parks. The season ticket may be useful for residents who currently have no on-street permit entitlement, or those who do currently have permits but require additional parking, early mornings, late afternoons and on Saturdays and Sundays.

Car Parks included in this scheme	£ Annual
Cattle Market	100.00
Chesil Multi-Storey	
St. Peters	
Worthy Lane	

*****Above prices are inclusive of V.A.T.***** - V.A.T. No. 189 4084 24

Off-Street Off-Peak Season Tickets will allow parking for the registered vehicle within the above stated car parks for specific periods* without the need for daily payment at the ticket machine. Spaces however cannot be guaranteed in any car park.

*Season Ticket valid:	Monday to Friday	8am to 9am
	Monday to Friday	4pm to 6pm (4pm to 7pm for St Peters)
	Saturday and Sunday	All day

How to obtain your Off-Street Off-Peak Season Ticket

- Complete the application form on the reverse of this document and supply both proof of residency and proof of vehicle ownership.
- Supply – **Proof of Residency**
 To satisfy us of your entitlement you must provide one of the following documents with any application:-
 - ❖ Council Tax Demand (*Most recent*)
 - ❖ Household utility bill – Water / Gas / Electric Bill (*issued within the last 3 months*)
 - ❖ Signed Formal Tenancy Agreement
 - ❖ A letter from an instructed Solicitor or licenced conveyancer confirming completion of house purchase (if applying for ticket at time of occupation of property)
- Supply – **Proof of Vehicle Ownership**
 Off-Street Off-Peak season tickets are specific to the resident's own vehicle. To show that you are the keeper of your vehicle, please provide one of the following:
 - ❖ Vehicle Registration Document
 - ❖ Insurance Certificate (most recent)
 - ❖ Hiring/Leasing Agreement
 - ❖ If the vehicle is a company car - A recent letter from your employer confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user
 - ❖ If you have purchased the vehicle within the last month - Garage bill of sale or insurance cover note

If applying in person, please produce your original documentation. If you are sending your application by post, we suggest you send photocopies. If you want to send originals we recommend that you use recorded delivery.

- Read and sign the Declaration at the foot of the application page.
- Submit the whole completed form together with payment, to Winchester City Council.

How to pay

By credit/debit card, postal order or cheque (**made payable to Winchester City Council**).

Send to:

Parking Services
 Winchester City Council
 City Offices
 Colebrook Street
 Winchester
 Hants SO23 9LJ

YOUR DETAILS (please write clearly in black ink and in CAPITAL LETTERS)

<u>Mr/Mrs/Miss/Ms:</u>	<u>Forenames:</u>	
<u>Surname:</u>		
<u>Address:</u>		
	<u>Post Code:</u>	
<u>Home Phone:</u>		Office Use: Date Stamp
<u>Work Phone:</u>		
<u>Email Address:</u>		

Your email address may be used by Parking Services to send you emails relating to season ticket matters. Winchester City Council shall not disclose your email address to any third parties.

Vehicle Registration Mark		Ticket Renewal Number (if applicable):	
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<u>Office Use Only:</u>	Proofs Seen By:	
POR seen:	Veh Doc seen:	
TRN:	Pay Method:	Cash/chq/card person/post/fax
Application Number:	Ticket Number:	
Valid Dates from/to:		
Issue Date:	Issued By:	

Declaration (this section must be completed for the application to be considered)

The following conditions apply to the issuing of Off-Street Off-Peak Season Tickets: -

I **declare** that

- My usual place of residence is at the address given within this form and I acknowledge that I must return any relevant Off-Street Off-Peak season tickets if I cease to reside in Winchester's permit zones.
- I understand that it is my responsibility to apply for renewal of any season ticket, when necessary.
- I am aware that the season ticket does not guarantee me a space within the specified car park.
- I understand that if I no longer require the season ticket, I shall be entitled to apply for a refund calculated pro rata for each full month unused (minimum 2 whole months), at time of receipt by the Winchester City Council Parking Services, of the surrendered season ticket.
- I understand that if any application for renewal of an Off-Street Off-Peak Season ticket is not made prior to the expiry date printed on the ticket, then the season ticket should not be used after its expiry, and any use may be subject to the issue of a Penalty Charge Notice.
- I acknowledge that there is a season ticket duplication cost of £10.00 in the case of loss, damage, mutilation or theft of the ticket and that any duplication is at the discretion of Winchester City Council.
- I understand that the Council will not accept liability for any original documents sent by post, if there is a failure in delivery.
- I understand and accept that Winchester City Council, may, at any time, request my permission to verify my residency before or after the issue of an Off-Street Off-Peak season ticket, and that, should I refuse permission, it is likely that the season ticket will not be granted or will be withdrawn.
- The contents of this form are true and accurate to the best of my knowledge and belief and I understand and accept that if I have stated anything which I know to be false, or do not believe to be true, I shall be liable to prosecution.
- I acknowledge that the Council may withdraw any season ticket should any cheque, cash, credit/debit card or electronic transfer from the payee, as payment of the appropriate fee for the season ticket, be subsequently dishonoured.
- I understand that if a valid season ticket is not available for use in the car park, then the appropriate payment to cover the intended stay must be made at a car park ticket machine, immediately following arrival and parking.
- I understand that Winchester City Council reserves the right to change these conditions by one months notice.

Signature of Applicant

Date:
