Winchester City Council

Environmental Services

Parking Services & CCTV
City Offices
Colebrook Street
Winchester
Hampshire SO23 9LJ
tel 01962 848 346
Telephone calls may be recorded

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

Residents 30% Discount Season Ticket Application (for Season Tickets to start from 1st November 2026)

Residents of Winchester who live within a qualifying property of the Hampshire County Council On-Street Residents parking permit scheme may apply for a season ticket for some of Winchester's car parks at a cost of 30% less than a standard car park season ticket.

The Resident 30% Season Ticket is specific to the resident's own vehicle. It displays the vehicle registration mark and can only be used for parking this vehicle. The Resident 30% Season Ticket is only available for the car parks shown below:

Group	Car Parks included in this group	£ annual including 30% discount
B	Gladstone Street, St Peters, Tower Street (and car parks in Groups D, E & F)	2576.00
D	Cattle Market, Chesil Multi-Storey, Coach Park, Crowder Terrace, Lido, Worthy Lane (and car parks in Groups E & F)	1288.00

*Car park within **Group E** is only Barfield Close and car parks within **Group F** are (Alresford) Alresford Station **(in overflow parking only)**, Perins, Arlebury Park and (Bishops Waltham) Lower Lane.*

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

Season Tickets will allow parking within the above stated car parks without the need for daily payment at the ticket machine. Season Tickets are purchased as a convenient alternative to daily payment and at a discounted cost. A season ticket is only valid once received and displayed following issue. Without display, published parking charges will apply when parking in our car parks. A valid Season ticket must be displayed clearly on the dashboard or windscreen of the vehicle so that all the details are visible. **Failure to correctly display a valid Season ticket may result in the issue of a Penalty Charge Notice (PCN)**. **Space is not guaranteed in any car park.**

Documents required with application:

Proof of Residency – *(all applications)*

For any Resident Season Ticket application or renewal application, please supply one document as Proof of Residency.

Acceptable documents include:

- 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 tickets at time of occupation of property)

Proof of Vehicle Ownership

In addition to Proof of Residency document, for any new Resident season ticket application, please also supply proof of vehicle ownership of the vehicle. If you are renewing a ticket and the vehicle is the same as the previous ticket, you do not need to supply Proof of Vehicle Ownership. If you change your vehicle before the expiry of your ticket, you should return the ticket to Parking Services, with proof of your new vehicle and a replacement can be issued free of charge.

Acceptable documents include:

- 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 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.

To obtain your season ticket(s), please complete the order form overleaf, sign the declaration and submit with the required document(s) and details for making a payment. Your season ticket will be posted to you once your application has been approved and payment made.

Payment

For postal applications, payment may be made by cheque **(payable to Winchester City Council)** or via credit/debit card payment over the phone with a member of the Parking Admin Team **(please provide the best contact telephone number on the form overleaf).**Post completed applications to: Parking Services, Winchester City Council, City Offices, Colebrook Street, Winchester, SO23 9LJ. **Do not send cash by post.**

1. Your Details: -

Name:
(Title, Forename, Surname)

Address:

Postcode:

Telephone Number: **Mobile/Work:**

Email Address:

Your email address may be used by Parking Services to send you emails relating to relevant parking matters.

2. Vehicle Details and Ticket Requirements: -

Vehicle Registration Mark:

Season Ticket Number to be renewed (if applicable):

Ticket type required for each vehicle: (✓)

	Group B £2576.00	**Group D £1288.00**

Total Payment: **£**

All prices are inclusive of V.A.T. V.A.T. No. 189 4084 24

3. Documents to enclose - *(Please see overleaf for a list of acceptable documents)*

For **all** applications, please enclose a document as proof of residency.

To apply for a Resident Ticket for a vehicle you have not previously obtained a ticket for; please enclose proof of vehicle ownership to show the vehicle is kept by you.

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

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

I **declare** that

- **I understand that it is my responsibility to apply for the renewal of any Season Ticket, when necessary.**
- **I am aware that the Season Ticket does not guarantee me a space within any car park.**
- **I understand that a valid Season Ticket must be clearly displayed on my vehicle at all times when parked and with all details visible, and that failure to do so may result in the issue of a Penalty Charge Notice (PCN)**
- **I understand that the ticket will no longer be valid should I move out of the ticket qualifying property, or no longer own the vehicle the ticket is registered to. In this instance, the ticket will be returned to Winchester City Council for cancellation or transfer of vehicle/address as necessary.**
- **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, 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 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 Season Ticket and that any duplication is at the discretion of Parking Services.**
- **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.**
- **If a valid Season Ticket is not available for use in any car park, then the appropriate payment for parking to cover the intended stay must be purchased by either coins, card or phone, immediately following arrival and parking.**
- **I understand that Winchester City Council reserves the right to change these conditions by one month notice.**
- **I understand that Winchester City Council reserves the right to refuse any application if not made on the appropriate office form current at the time of application.**

What we do with your information

The personal information that you supply in this application form will only be used to enable us to administer Winchester City Council's Residents Season Tickets.
We will not share your details with any third parties unless the law requires that we do so. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes
Further information about how Winchester City Council uses your personal information can be found in our Privacy Policy:
https://www.winchester.gov.uk/strategies-and-policies/privacy-policy

Signature of **Applicant**

Date:

Office Use Only

POR seen:	**Proofs Seen By:**	**Date Received Stamp**	
Veh 1 Doc:	**Veh 2 Doc:**	**Permit Numbers:**	
Payment by: Card / Cash / Cheque		**Valid Dates:**	
To Paye.net:	**Or TRN:**	**Issued By:**	**On Date:**