



04/2016

CENTRAL MILTON KEYNES - EMPLOYEE PARKING PAPER PERMIT APPLICATION FORM

Please read guidance notes for assistance.

FOR OFFICIAL USE ONLY

Cheque		Permit No			
Postal Order		Date received		Permit code	
Credit Card		Date issued		Person code	
Debit Card		Processed by		S/C check	

Important Notice

The purchase of an employee parking permit is prohibited if the applicant has valid scratch cards. Scratch cards will only be issued on the condition that the applicant is not in possession of a valid employee permit. **See guidance notes for further information.**

A. Application Details

Mr/Mrs/Miss/Ms Surname _____ Forename _____

Home Address _____

Postcode _____ Daytime telephone number _____

Your e-mail address _____

B. Company / Employer's Details

Company Name & Address _____

Postcode _____ Daytime telephone number _____

Managers Name _____

Managers Tel Number _____

Managers Email _____

We will undertake random checks; based on the details you have provided, to confirm that you are a CMK employee. In the event it is established that you are not a CMK employee, the permit or scratch-cards will be withdrawn and a refund will NOT be issued.

C. Vehicle Details - up to two vehicle registration marks (VRM) per permit

VRM _____ Make _____ Model _____ Colour _____

VRM _____ Make _____ Model _____ Colour _____

Permits are not transferable for use in other vehicles (e.g. courtesy / borrowed vehicles) or for use by individuals who are not employed in Central Milton Keynes. Purchase of a Parking Permit does not guarantee the right to a parking space.

D. Permit for Full Time Employees

Please state the duration in months that you wish the permit to be valid for: _____ mth(s)

Permit to commence: (back-dated requests will not be accepted) ____/____/____ (d/m/y)

E. Permit for Part Time Employees

AM covers 07:00hrs – 14:00hrs

PM covers 11:00hrs – 18:00hrs

Please indicate the period of employment that the permit is to be valid for: E.g. Mon AM
Tues AM/PM Wed PM

Mon _____ Tue _____ Wed _____ Thur _____ Fri _____ Sat _____ Sun _____

F. Method of Payment *(Please tick appropriate box)*

Full time Employee Parking Permit cost: £540 per annum (monthly permits at pro-rata cost)
Part time Employee Parking Permit cost: £1.20 per session required.

Postal Order (PO) Cheque Credit/Debit Card

Cheques and PO's should be made payable to **Milton Keynes Council**. Please print name, address and vehicle registration number on the reverse.

CREDIT CARD DETAILS: For your personal protection we are only able to process card payments if you provide a day time contact number for the card holder, we will contact you when we are ready to process your transaction.

Day time Contact Number _____

Best time to call _____

Postal Applications

Please allow 10 days for postal applications to be processed.

Send the completed application form and relevant documentation, detailed in guidance note 'A', with payment (cash not accepted) to: **Milton Keynes Parking**, Suite 401, Margaret Powell House, Midsummer Boulevard, Milton Keynes, MK9 3BN. **Tel: 0845 2308855 option 3**

By Email

Send the completed application form and relevant documentation to:
parkingpermitapplications@milton-keynes.gov.uk Tel: 0845 2308855 option 3.

G. Declaration to be signed by all applicants

I understand that any employee permit issued to me by the Council is in respect of the vehicle overleaf and that I must surrender it to Milton Keynes Parking if:

- i) I cease to be employed in Central Milton Keynes.
- ii) The employee permit ceases to be valid due to the cheque or payment thereof being dishonoured.

I undertake to inform the Council if any of the above has occurred. I have read, understood and agree to be bound by the information provided in the guidance notes.

I understand that failure to display a valid paper permit, pay and display ticket or scratch card in a standard tariff pay and display parking bay may lead to a Penalty Charge Notice being served. If the vehicle is parked in a MKDP parking area a Civil Penalty Notice may be served.

I understand, subject to meeting criteria detailed in guidance note '1', I am entitled to apply for **either** an employee parking permit **or** employee parking scratch cards.

I declare that all the information I have given in this application is correct and that I am not in possession of a valid employee-parking permit, and I have read the Employee Permit guidance notes.

Signature _____

Date _____

Data Protection

In order to provide services to you, we need to record your details, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. We will process and safeguard your details in accordance with the Data Protection Act.

Information may also be used in connection with the prevention and detection of crime and fraud.