

**APPLICATION FORM FOR HOTEL & CONFERENCE CENTRE**  
**PERMIT SCRATCH CARDS IN CENTRAL MILTON KEYNES**

PLEASE READ GUIDANCE NOTES FOR ASSISTANCE

PLEASE PRINT CLEARLY IN BLOCK CAPITALS

08/15

**PART A - BUSINESS NAME & ADDRESS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Post code: \_\_\_\_\_ Contact Telephone No: \_\_\_\_\_

**PART B - NUMBER OF PERMIT SCRATCH CARDS REQUIRED**

Please state the number of daily scratch cards you wish to purchase. (One scratch card equates to one days parking)

Scratch Cards: \_\_\_\_\_ ( @ £5.00 each )

**Please note that a Parking Permit does not guarantee the right to a parking space.**

**PART C - PAYMENT**

Please forward the completed application form to the Milton Keynes Parking address, indicating below how payment will be made.

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 \_\_\_\_\_

**PART D - DECLARATION**

I declare that the information given is correct.

1. Name \_\_\_\_\_ Date \_\_\_\_\_ Signed \_\_\_\_\_

2. Please attach a dated letter on company headed paper confirming that you are the assigned signatory representing the Hotel/Conference Centre.

**DATA PROTECTION:** Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Our obligations under the Data Protection Act 1998 are explained in our leaflet "How to see your records - Your rights under the Data Protection Act 1998" available from Council offices and libraries.

**For official use only:**


Date received: \_\_\_\_\_ Receipt issued: \_\_\_\_\_

Posted out date: \_\_\_\_\_ Processed by: \_\_\_\_\_ (Print)

## GUIDANCE NOTES

### FOR HOTEL & CONFERENCE CENTRE PERMIT SCRATCH CARDS IN CENTRAL MILTON KEYNES

04/09

<p><b>1. ELIGIBILITY</b></p> <p>Any Hotel or organisation in Central Milton Keynes that accommodates conference functions may purchase Hotel and Conference parking scratch cards.</p>	<p><b>4. DISPLAY OF PERMITS</b></p> <p>All permit scratch cards must be displayed clearly in the windscreen of the parked vehicle.</p> <p><b>Failure to clearly display a valid permit when parked in a standard rate pay and display parking place or in the restricted parking places in North and South Row during 07:00 and 08:30 hrs, may lead to a Penalty Charge Notice being served.</b></p>
<p><b>2. WHERE THE PERMIT IS VALID</b></p> <p>Hotel and Conference permit scratch cards can be used in any standard tariff rate pay and display parking places (current tariff, 50p per hour). A valid permit scratch card will entitle you to park without displaying a pay and display ticket.</p> <p>Hotel and Conference permit scratch cards can also be used in the restricted parking spaces located in North Row and South Row between Witan Gate and the Railway Station, during the restricted hours (07:00 - 08:30 hrs). The code below will be shown on signs at the locations where the employee permit is valid.</p> <div style="text-align: center; margin: 10px 0;">  </div>	<p><b>5. COST OF PERMIT SCRATCH CARD</b></p> <p>The cost of each scratch card is £5.00. The scratch cards are valid for one whole days parking.</p>
<p><b>3. VEHICLE ELIGIBILITY</b></p> <p>Hotel and Conference permit scratch cards may be used in the following types of vehicle;</p> <ul style="list-style-type: none"> <li>• A passenger vehicle that carries no more than 12 passengers.</li> <li>• A goods vehicle weighing less than 3.5T gross laden weight.</li> </ul> <p>Permit scratch cards will not be valid for trailers. Vehicles parked must be wholly within the confines of the marked parking bay.</p> <p><b>It is prohibited for any street trader vendor's vehicle to be parked or operate from any parking place.</b></p>	<p><b>6. IMPORTANT REMINDERS</b></p> <p>When this application form is submitted, please ensure that your employer/company in Central Milton Keynes provides a current and dated letter on company headed paper supporting the application.</p> <p>Send the completed application form and relevant documentation, 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</p> <p><b>Please note that to process card payments Milton Keynes Council will need to contact the card holder at the time of processing to complete the card transaction, this is so we comply with all legislation and for your personal protection.</b></p>
<p><b>DATA PROTECTION</b></p> <p>Information you give us about yourself will be held on computer or manual record, which you have a right to see and check. Information may be shared with organisations we work with to provide services to you. Information may also be used in connection with the prevention and detection of crime and fraud. Our obligations under the Data Protection Act 1998 are explained in our leaflet "How to see your records - Your rights under the Data Protection Act 1998" available from Council offices and libraries.</p>	