

Annual Parking Permit Terms and Conditions

Please read and agree Mole Valley District Council's (MVDC) permit terms and conditions before submitting your application.

Terms and Conditions

1. The permit must be displayed in the front windscreen of the vehicle so that it is clearly visible at all times.
2. Reminders regarding renewal of permits will not be sent.
3. A permit does not guarantee a parking space.
4. MVDC reserves the right to refuse issue of a permit.
5. Failure to display a valid permit will result in a Penalty Charge Notice being issued.
6. Annual parking permits will be valid for a period of 12 months and are renewable as of the 1 April in each year. New applicants may purchase a permit after the 1 April on a pro rata basis. Full month's charges will apply.
7. **Change of Vehicle** - If you change your vehicle, please return your permit to Parking Services, Pippbrook, Dorking, RH4 1SJ, together with a covering letter giving new vehicle details. An administration fee of £5 will be payable to issue a replacement permit.
8. Permits may only be used in MVDC's long term Pay & Display car parks (see point 17) in the town specified on the permit. MVDC may, upon giving reasonable notice to the permit holder, restrict the use of the permit to an alternative specified car park. When this occurs, MVDC will re-issue the permit displaying the name of the car park the permit holder is entitled to use.
9. Permits are not valid in Church Hall/Road car park, Leatherhead.
10. Permits can be allocated for up to two specific vehicles or in the name of a business. To ensure permits are not misused only one permit will be issued which can be shared between the two vehicles stated or business employees.
11. MVDC reserves the right to cancel a parking permit at any time subject to giving the permit holder seven days written notice. Where MVDC cancels a parking permit a pro-rata refund for the remaining full months of the permit will be made. Where a permit is cancelled because of fraud or misuse the permit holder will not be eligible for a refund.
12. The permit may only be used for vehicles licensed as private or goods vehicles.
13. MVDC's current Off-Street Parking Orders apply to the use of permits. These are available upon request at Pippbrook Council Offices, Dorking.
14. Exercising the right to change your mind (Consumer Rights Act 2015). You have a legal right to change your mind within 14 days of placing your order and receive a refund by letting us know in writing. If you cancel once the permit period has started, refunds can only be obtained on the full calendar months remaining. The original permit must be returned before the refund is issued.

15. MVDC does not issue permits to personal callers at Pippbrook 'while you wait'.
16. A permit holder shall surrender a permit on the occurrence of any of the following events:
- a. The permit holder ceases to own or use the vehicle in respect of which the permit was issued
 - b. The issue of a replacement permit by the Council
 - c. The revocation of the designation of parking places to which the permit relates or the occurrence of any of the events listed in clause 11
17. Annual permits are only valid in the following car parks in the Mole Valley area unless the permit restricts its use to a specific car park (where this occurs the car park the permit holder is entitled to use will be printed on the permit)
- a. Dorking Permits: Reigate Road, High Street/Wathen Road, Dene Street, Southside, St Martins Walk (you must use the Long Term Section only), South Street, Junction Road, Church Street
 - b. Leatherhead Permits: Randalls Road and Station Road
 - c. Ashtead Permits: Grove Road and Ashtead Peace Memorial Hall
 - d. Bookham Permits: Lower Shott
18. **Exclusion of Liability** - MVDC does not undertake to supervise the parking place and will not accept any liability for loss or damage to motor vehicles or their contents howsoever caused, or injury to any person howsoever such injury is caused, unless or to the extent caused by proven negligence of MVDC its representatives or agents.
19. **Variation of Terms and Conditions** - By applying for or purchasing any type of Permit, the resident:
- a. certifies that all the information that the applicant has given in the application process is correct;
 - b. accepts the MVDC's terms and conditions as varied from time to time; and
 - c. agrees to be bound by and comply with the relevant Traffic Regulation Orders which may be varied from time to time

MVDC reserves the right to amend these terms and conditions, application procedures and the relevant Traffic Regulation Orders and at any time.

20. Data Protection and Fair Processing Notice for Forms

- a. MVDC 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.
- b. MVDC will investigate any cases of suspected fraud or misuse of the Permit. If MVDC finds evidence of fraud or misuse it will suspend the Permit and withdraw the facility to purchase Permits. MVDC may also cancel Permits already purchased, which may render the Vehicle owner liable to pay a penalty charge and possible Vehicle removal & storage fees. MVDC may also prosecute where they consider that fraud or intentional misuse has taken place.

For information about how we handle your data, visit

www.molevalley.gov.uk/parkingpermitsprivacy