

## Bookham Traders Parking Permit Terms and Conditions

Please read and agree to Mole Valley District Council's (MVDC) Dorking Bookham Traders parking permit terms and conditions before applying for an application

### Terms and Conditions

The following terms and conditions are subject to review and, as such, MVDC's current terms and conditions at the time of application will prevail.

1. To be eligible for this permit applicants must be a business owner in the Bookham area.
2. The permit must be displayed in the front windscreen of the vehicle so that it is clearly visible at all times. Failure to display a valid permit will result in a Penalty Charge Notice being issued.
3. A permit does not guarantee a parking space.
4. MVDC does not issue permits to personal callers at Pippbrook 'while you wait'.
5. MVDC reserves the right to refuse issue of a permit.
6. Bookham Traders parking permits will be valid for a period of 12 months from the month of purchase.
7. The number of permits available are limited and are issued on a first come first served basis.
8. **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 £15 will be payable to issue a replacement permit.
9. Reminders regarding renewal of permits will not be sent
10. Bookham Traders parking permits are **only** valid in Lower Shott car park.
11. MVDC reserves the right to carry out spot checks based on the information provided at the time of application. If requested to do so, permit holders must produce evidence within 10 working days of such request. Failure to produce the required evidence may lead to MVDC revoking the permit.
12. 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.
13. 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 period 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.
14. The permit may only be used for vehicles licensed as private or goods vehicles.
15. MVDC's current Off-Street Parking Orders apply to the use of permits. These are available upon request at Pippbrook Council Offices, Dorking.

16. 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.
17. A permit holder shall surrender their permit on the occurrence of any of the following:
- a. The permit holder ceases to be a business owner or trader in Bookham
  - b. The permit holder ceases to own or use the vehicle in respect of which the permit was issued
  - c. The issue of a replacement permit by the Council
  - d. The revocation of the designation of parking places to which the permit relates or the occurrence of any of the events listed in clause 13
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 holder:
- 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. Any contravention of these Terms & Conditions will render the permit invalid and a Penalty Charge Notice may be issued.
21. **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](http://www.molevalley.gov.uk/parkingpermitsprivacy)