

PARKING PERMIT APPLICATION FORM

Personal Details (please complete in BLOCK letters)

Title:	Mr / MRS / MS / MISS / OTHER (PLEASE STATE)
First Name:	
Surname:	
Shop/Business Name:	
Shop/Business Contact Number:	
Your Mobile Number:	
Your Email Address:	
@HOTMAIL.CO.UK / @HOTMAIL.COM / @OUTLOOK.COM / @GMAIL.COM @BTINTERNET.COM / @YAHOO.COM / @YAHOO.CO.UK / @ AOL.COM	

Car Details (please complete in BLOCK Letters)

	Current / Old	New
Make:		
Model:		
Colour:		
Registration:		

Permit Holder declaration

I confirm that I have read and understood the terms and conditions and agree to abide by them at all times.

Each month we would like to text / email you regarding your parking permit, please tick each box if you consent to receiving this communication from us.

Text/Whatsapp Message: Email:

Name	Signature	Date

Manager's Confirmation of Employment

I confirm that that above named person is employed at the above shop/business and that they will comply the terms and conditions of use.

Manager's name	Manager's Signature	Date

**Office use only*

Parking Permit Card Number	Parking Permit Type (please circle)
	Exchange / LBR / Ilford Business

Authorised by:

Name:	Signature	Date

Parking Permit Terms and Conditions

1. To qualify for an Exchange Ilford parking permit your work location must be located within:
 - i. The Exchange Ilford
 - ii. London Borough of Redbridge
 - iii. Any other Ilford business
2. The Exchange Ilford will carry out occasional checks to ensure that you are still working for the business stated on your application. If we find that you are no longer working for them your parking permit will be cancelled without notice or refund.
3. **Parking Permit Issue/Application**

The Parking Permit Application Form must be completed each month and handed in when you come to renew or collect your parking permit. A photocopy of your work ID is also required at the time of each application.

Permits can be issued for 1, 2 or 3 calendar months at a time and can only be issued in calendar month dates (first of month to end of month), there is no reduction in rate if the permit is only required for a part month.

Only one person per parking permit is allowed at any one time and it is limited to the person named on the application.
4. **Parking Permit Collection**

Permits can be collected from the Security Office on the 5th Floor on the last 3 week days of every month between the hours of 9am-5pm, there will be no tolerance outside of these dates/times. You will be notified by text and/or email each month of the dates.

No parking permits will be issued after the end of each month.
5. **Lost Cards**

There is a lost card fee of £10 which is payable on collection of your new card.
6. **Payment**

Payment must be made at the time of collection by credit/debit card only.
7. **Refunds**

The Exchange Ilford operate a no refund policy on all parking permits.
8. **Changes to circumstances**

If your qualifying circumstances change at any time such as, the ownership of the vehicle, change of employer etc. then you must amend your details immediately by completing another form with all relevant information. If you no longer work for a qualifying business in Ilford then your parking permit must be returned immediately to the Exchange Management Suite on level 5.
9. **Parking**

All parking permit holders must park on level 5 or above, there are no exceptions to this. Failure to comply could result in your parking permit being cancelled without notice or refund. Vehicles are parked at your own risk and no liability is accepted by the Exchange Ilford for the loss or damage to your vehicle
10. **Data Collection**

The issuer (The Exchange Ilford) will process all information in accordance with the requirements of the Data Protection Act 1998. The issuer will use any data collected through the issuing of this permit for parking permit data only.
11. The Exchange Ilford may withdraw or amend this scheme at any time without prior notice.
12. By applying for a permit you confirm that you understand and accept these terms and conditions. Failure to follow the terms and conditions will result in the withdrawal of the permit.

PLEASE NOTE: Magnetic items such as purses, mobile phones, handbags clips etc. may damage your permit.

Please return the completed form to the Exchange Management Suite on Level 5