

WHITLINGHAM COUNTRY PARK
Whitlingham Lane, Norwich, NR14 8TR
PERMIT APPLICATION – April 2020

If Paid by Company

Company Name:.....
 Contact Name:.....
 Address:.....

 Post Code:.....
 Tel No:.....
 Fax No:.....
 Mobile No:.....
 Email:

If Paid by Individual

Mr.....Mrs.....Miss.....
 First Name:..... Surname:.....
 Address:.....

 Post Code:.....
 Home Tel. No:.....
 Work No:.....
 Mobile No:.....
 Email:

Name of Permit User

	Date Permit to Start	Car Make	Car Model	Car Colour	Car Registration No
1 st Vehicle	1 st April 2020				
2 nd Vehicle (optional)	1 st April 2020				

Rolling Yearly Contract April to March

Payment Option: (Tick the required box)

<p>Direct Debit - Yearly - £45.00 inc VAT <input type="checkbox"/></p> <p>Please note: First Direct Debit payment will be collected on or shortly after 8th April 2020. No further advice of this collection will be given.</p>	<p>Cheque - Yearly - £50.00 inc VAT <input type="checkbox"/></p> <p>Please note: Cheque to be made payable to RCP Parking Ltd and to accompany the application form.</p>
--	---

(As per bank requirements an **original** completed & signed direct debit mandate must be returned by post to RCP Parking Ltd).

Please tick to confirm you have read and agree to the Contract Parking Terms & Conditions

SIGN HERE _____

DATE _____

CONTRACT PARKING TERMS & CONDITIONS



Displaying the Permit

The customer is responsible for ensuring a valid parking permit is clearly displayed at ALL times on the front windscreen on the passenger side, so that details are clearly visible from the front of the vehicle.

All permits must be valid to date, photocopies are NOT acceptable, and the original permit sent to you must be on display. Failure to display a valid permit will result in a parking charge notice.

When on the car park the driver and vehicle are additionally subject to the General Car Park Terms & Conditions as displayed.

A valid permit allows the permit holder to park only in the car park(s) that the permit was issued for. A permit is not valid for all RCP Parking Ltd car parks. Parking in a car park with a permit for a different car park, and not displaying a valid ticket, will result in a parking charge notice.

Payment for Contract Parking

Payment for permits can be made in full by Cheque or Direct Debit. Direct Debit payments are collected on or shortly after the 20th March each year. The permit holder is responsible for ensuring that payment is received by RCP Parking Ltd. Any rejected Direct Debit collection will incur a £5.00 administration fee.

Permits will not be issued until payment has been received in full.

Lost or Damaged Permits

Lost or damaged permits will be replaced at an administration charge of £15.00 plus VAT per permit and your old permit cancelled.

Cancellation of Contract Parking by Customer [“You”]

A permit cannot be cancelled at any time during the yearly contract. No refunds will be issued if you decide not to use your permit. You may cancel your permit at the end of the yearly contract (31st March) by giving notice to do so in writing or by email on or before the preceding 28th February.

Space allocation

A valid permit does not provide a reserved space.

Other Conditions

Changes to car details must be notified in writing or by email to RCP Parking Ltd.

Only one car listed on the application form may be parked at a time.

Any alteration to the permit will render it invalid and will result in a parking charge notice being issued and may lead to RCP Parking Ltd taking action against the vehicle owner for fraud.

The parking of vehicles more than 2.00 metres high, 1.83 metres wide or 4.8 metres long requires the prior consent of RCP Parking Ltd.

Breach of RCP Parking Ltd Terms and Conditions of Contract Parking may result in one or more of the following actions being taken by RCP Parking Ltd:

- Issue of a warning detailing the nature of the breach
- Issue of a parking charge notice
- Withdrawal of parking facilities
- Legal action to recover outstanding monies plus costs and interest

UPDATED 20th JANUARY 2020

2/3



Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form including official use box using a ball point pen and send it to:

RCP Parking Limited
15 The Close
Norwich
Norfolk
NR1 4DZ

Service user number

2 7 0 3 8 5

Your contact telephone number:

FOR RCP PARKING LTD OFFICIAL USE ONLY
This is not part of the instruction to your bank or building society.

Name(s) of account holder(s)

Bank/building society account number

Branch sort code

Name and full postal address of your bank or building society

To: The Manager Bank/building society
Address

Postcode

Instruction to your bank or building society

Please pay RCP Parking Ltd Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this instruction may remain with RCP Parking Ltd and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

Your RCP Account Reference (If Known)

Banks and building societies may not accept Direct Debit Instructions for some types of account

DD11

This guarantee should be detached and retained by the payer.

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit RCP Parking Ltd will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request RCP Parking Ltd to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by RCP Parking Ltd or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
 - If you receive a refund you are not entitled to, you must pay it back when RCP Parking Ltd asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.