

Car Parking Permit Application



Ponds Forge

Dear Car Park User

Ponds Forge operates a Pay & Display Car Park, the fees for parking are:

2hr ticket	£2	- £2 voucher given
4hr ticket	£4	- £2 voucher given (£1 for FU Permit holders, no voucher given)
6hr ticket	£5.50	- £2 voucher given
12hr ticket	£10	- £2 voucher given
24hr ticket	£14	- £2 voucher given
Overnight	£4	- (9pm-8am)

The vouchers issued can be used on any of the café products (excluding vending) and pay-as-you go activities. They will be valid for up to 8 days.

For regular users of our facilities we offer parking permits. Please see overleaf for permit types.

Fitness Unlimited members permits cost £5 for the year (or length of membership) and offers the discounted pay & display price of £1 for 4 hours parking (no voucher given). Member's with a valid permit do not need to make a payment before 9am or after 8pm.

Once you have completed the application/s please return to Ponds main reception along with your payment. The form will then be processed (within 14 days) and if authorised you will be issued with a Parking Permit which will be available to collect from Reception.

The permit will have a number on it which, together with number plate recognition, will be used to check validity of parking which will be done by a parking control warden and CCTV and is independent of Ponds.

The Parking Enforcement Officer will issue parking charges of £50 to anyone who's permit is not valid at the time of checking or if they break any of the rules of parking which will be displayed in the car park.

If you are issued with a charge notice then you will have the right to challenge this however this needs to be done through the correct process, so we ask that you follow information issued with your notice and not contact the centre as it is an independent company who are monitoring the car park and issuing the charge notices.

Please be assured that if you have a valid case on why you should not have received a charge notice then the charge will be dropped this however does not include things like forgetting to display your permit. It should be noted that the charge notices issued are legal and the company adhere to the strict guidelines set out and will take people to court should they fail to pay.

Your permit will be valid for 1 year (6 months available for squad members) unless you cease to work within the centre or end your membership, when your permit should be handed back to reception. If you attempt to use the permit outside of the rules you will be subject to a parking charge. Parking permits are non-refundable.

Should you lose your parking permit within the year then a new one can be issued at a cost of £10 and the old permit will be cancelled. Should you change your car then you will need to complete a new form and return to reception, you will need to pay £2; your new permit will then be processed (within 14 days) and be available to collect from reception.

Ponds Forge reserve the right to withdraw the use of Permits at any time and if any person who is issued with a permit is found to misuse it then they face having the permit withdrawn permanently and they will have to pay standard rates

We are also working with Q-park who provides Ponds Forge customers with a 50% discount which means their full day price is currently £6.50; this will be cheaper than Ponds new tariff, thus encouraging event users to use Q-park and freeing up parking for our regular customers. For people who want to receive the discount at Q-park all they

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have to do is park in Q-park then pick up a voucher from Ponds Forge reception and use this when paying at Q-park.

Please return this slip to Ponds Forge reception to enable your application to be processed.
Applications take up to 14 days to be processed, and are to be collected from Ponds Forge reception.
Please write clearly and in block capitals.

Permit Type

<i>Fitness Unlimited Discount Permit</i> (£5 per year or length of membership)		<i>Squad Member Permit</i> (6 months - £70)		<i>Squad Member Permit</i> (12 months - £120)	
<i>Squad Coach Permit</i> (£25)		<i>SIV Staff</i>		<i>Other</i> (please state)	

New		Renewal		Change of Details		Replacement	
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Personal Details

Title:

First Name/s: Surname:

Membership card number:

Would you like to receive notification via email when your permit is:

- a) Ready to collect? Yes No
b) Due to expire? Yes No

Email:

Number Plate/s:
(up to 3 cars can be registered but only 1 permit will be issued)

Squad Members and Staff Permits Only

Department/Club Position/Squad

Squad Member Name (if applicable)

Normal working days (for staff/coach permits):

Day	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Start Time							
Finish Time							

Reception Staff Use Only

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Receipt: Y N

Name:

Date: