

12 June 2023

Direct Line: 01273 296622

Dear [REDACTED]

Please find attached your School Permit for controlled parking zone Q.

Please check that the details printed on the permit are correct and ensure that the permit is clearly displayed on the dashboard of the vehicle when in use.

A school permit is transferable between vehicles. It is the school's responsibility to ensure permits are distributed to its teaching staff only. You must keep a record of the teaching staff using the permit.

Should a permit be lost, please contact Parking Customer Services as soon as possible. You will need to provide the permit number to obtain a replacement. Your original permit will be cancelled, and a replacement permit will be issued. Permit numbers are printed on the bottom left-hand corner of the permit itself and begin with the letter 'S'.

You may be charged an administration fee for a replacement permit.

You can submit a school permit renewal up to six weeks prior to the expiry of your current permit.

Yours sincerely,

Parking Customer Services

INSTRUCTIONS



1. Please ensure you clean your windscreen before attaching the permit.



2. Remove the square perforated area away from the A4 sheet using perforations.



3. Peel off the outer edge to expose adhesive around square permit.



4. Attach permit to the windscreen using adhesive.

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