



[www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking)

[parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk)

Replica

Contact

EGov User

Email

[parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk)

Ref

GB134

Date

20 Sep 2016

Dear

Please read this important information as certain restrictions apply to Business Permits.

Your permit is valid in any bay that carries your zone letter and refers to Permit Holders



Look for these signs (times pictured are for example only please check your zone)

Business Permits are **not** valid in;

Bays that refer to **Resident Permit Holders** or **Pay and Display**

Limited waiting bays that do not have a zone letter

Specially designated Bays for example Disabled Bays.

The permit is registration specific so if you have a change of vehicle, even if this is temporary, please contact us so we can amend your permit record. You will not need a new permit as the details will update to the barcode on your existing permit.

Yours sincerely

EGov User

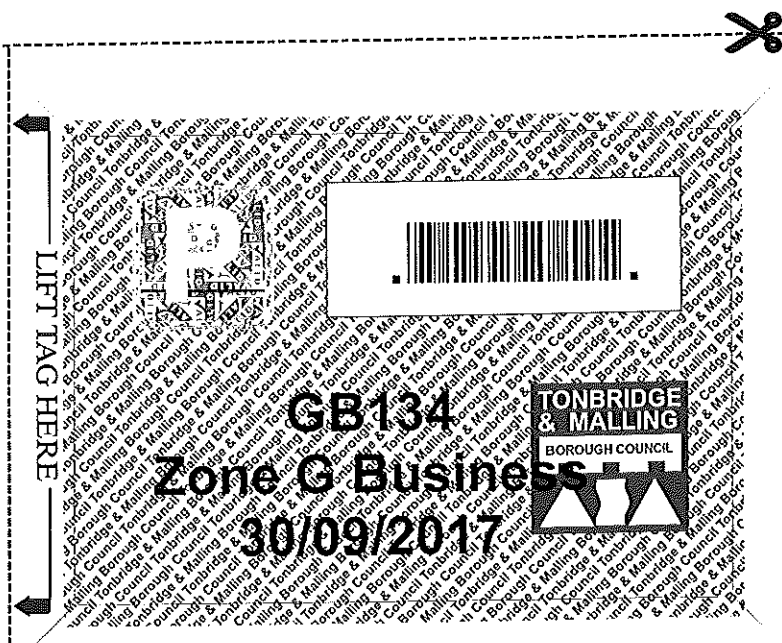
Gibson Building, Gibson Drive, Kings Hill, Kent, ME19 4LZ  
Director of Street Scene, Leisure & Technical Services: Robert Styles BA (Hons) DMS M IMSPA

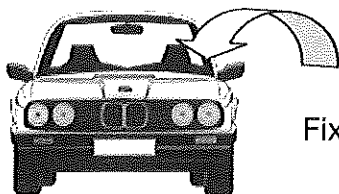
#### Instructions

The permit/season ticket has a sticky holder attached to it so please follow the instructions carefully.

- 1 Lift up the perforated edge where shown and peel back the tab along the side of the permit.
- 2 Peel back the tabs along the other three sides of the permit. This will reveal all the edges of the sticky holder. You should now remove the permit from this letter.
- 3 You must put the permit on the passenger side of the windscreen on the inside of your vehicle. It must be seen clearly at all times.
- 4 Your windscreen must be clean, dry & dust free before your permit is applied.

Start Date 01/10/2016  
Expiry date 30/09/2017  
P.I.N 4466  
Permit no. GB134  
Vehicle DY58ZWH





Fix your permit/season ticket to the inside of the windscreen here.

Full Terms and Conditions of Use were supplied to you when you completed the application form. You may however also find the same at the Councils Web site [www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking)  
Alternatively the Terms and Conditions of Use may be obtained from the Parking Office.

---

### Customer Enquiries

Tel 01732 876034  
E-mail [Parking.office@tmbc.gov.uk](mailto:Parking.office@tmbc.gov.uk)

More information about permits and season tickets may be found at [www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking)

### Terms & Conditions of Issue & Use

These were supplied at the time of application and upon issue. Copies are available from the Council.

Failure to comply with the Terms & Conditions of Issue & Use may result in the issue of a Penalty Charge Notice.

### Advice notes

#### Resident Permits

Visitors' permits may be obtained from the Parking Office.

#### Season Ticket holders

If you regularly use the season ticket in more than one vehicle you may obtain additional holders from the Parking Office.

#### Permit/Season Ticket renewal

Please make a note of the renewal date of your permit.

#### Parking Office

Tel 01732 876034, E-mail [parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk)

## Please retain for future reference

If you require an e-mail reminder of your renewal date please send confirmation of this to [parking.office@tmbc.gov.uk](mailto:parking.office@tmbc.gov.uk) with your permit number

How to renew your permit

Online at [www.tmbc.gov.uk/parking](http://www.tmbc.gov.uk/parking) you will need your permit number **GB134** and PIN **4466** from your permit letter

In Person at either our Kings Hill Office Monday to Friday or at Tonbridge Castle 7 days a week (except Christmas Day, Boxing Day & New Years Day)

By Phone on 01732 876034 Monday to Friday 8:30am to 5pm

By Post which cheques payable to **TMBC** to Tonbridge Castle, Castle Street, Tonbridge, Kent, TN9 1BG, please enclose a note with your current permit number, vehicle registration number and confirm full address

### Terms and Conditions

The following are some simple rules that we would ask you to comply with to help us administer the scheme for the benefit of everyone working and living in the locality of the parking scheme.

Only use the permit if it was issued to you.

Make sure it is clearly displayed as shown on the letter you will receive with the permit.

Please do not alter the permit. It will make it invalid. A quick phone call to the Parking Office can usually result in the changes you require being carried out without the need to re issue or alter the permit.

Please comply with the parking regulations. If you are unsure contact the Parking Office. We will be happy to answer your questions and offer advice.

We are happy to replace damaged or worn permits if they are returned to the office however mislaid permits may be subject to an administration charge of £10 for replacement.

The permits will not be valid until the start date shown, if you will be away when this date occurs please contact us for advice.

### Visitors permits:-

Please comply with the guidance notes on the back of each permit.

Businesses in pay & display or residents *only* areas cannot purchase visitor permits

**To protect the integrity of the residents permit scheme the purchase of visitor permits is monitored on a regular basis**

