



Planning, Housing &  
Environmental Health

Tonbridge Castle  
Tonbridge  
Kent TN9 1BG

Switchboard 01732 844522  
DX 92865 West Malling  
Minicom 01732 874958 (text only)  
Web Site <http://www.tmbc.gov.uk>

Contact **Claire Twinn**  
Direct line 01732 876034  
Email [Parking.office@tmbc.gov.uk](mailto:Parking.office@tmbc.gov.uk)  
Fax 01732 876105  
Your ref  
Our ref PTS/BH709  
Date 01 Nov 2016

Dear

Thank you for purchasing a car park season ticket for Bluebell Hill CP.

**Your new season ticket is perpetual; this means that when you renew you will not require a replacement adhesive season ticket as all the ticket information is contained in the bar-code. However you must renew at least 24 hours before the expiry date to allow for the bar-code details to be updated.**

**Lower Castle Fields season ticket** – only valid in Lower Castle Fields car park.

**Sovereign Way Complex season ticket** – only valid in Sovereign Way North, Sovereign Way East and Vale Road car parks. **This ticket is *not* valid in Sovereign Way Mid car park.**

**Bluebell Hill season ticket** – only valid in Bluebell Hill Commuter car park.

Whilst we will continue to send reminder letters it is the responsibility of the holder to ensure they are displaying a current season ticket so we recommend that you make a calendar note as a safeguard.

Faded or damaged season tickets can be exchanged once they are received at the Parking Office at Tonbridge Castle however lost season tickets will incur a £10 replacement charge.

You are responsible for making sure that the season ticket can be seen clearly at all times.

Yours sincerely

Gibson Building, Gibson Drive, Kings Hill, Kent, ME19 4LZ

Director of Street Scene, Leisure & Technical Services: Robert Styles BA (Hons) DMS M IMSPA

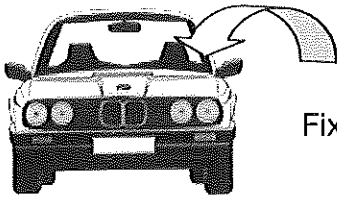
#### Instructions

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 07/11/2016  
Expiry date 06/11/2017  
P.I.N 6116  
Permit no. BH709  
Vehicle





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.

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### 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)