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

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

Replica  
Gibson Building  
Gibson Drive  
Kings Hill  
Kent  
ME19 4LZ

Contact	<b>Lisa Francis</b>
Email	<a href="mailto:parking.office@tmbc.gov.uk">parking.office@tmbc.gov.uk</a>
Ref	SP1383
Date	07 Nov 2016

Dear Sir/Madam

**Please note that your Season Ticket is vehicle specific so you must advise the Parking Office team if you change the vehicle registration number linked with the ticket or you may receive a Penalty Charge Notice.**

Your season ticket is only valid in the Lower Castle Fields car parks (including the overspill car park) during term time between 5 September 2016 and 21 July 2017, and is limited to;

A maximum of 15 minutes free parking before the official start time and 15 minutes after that time (8.35 – 9.05), effectively a maximum stay of 30 minutes. The same arrangement exists at the end of the day but for a maximum period of 35 minutes which takes into account the staggered end of day times (3.10 – 3.45).

Vehicles logged as staying beyond the 30 minute maximum stay or parked outside of these given times will be liable for a Penalty Charge Notice if a valid pay and display ticket is not clearly on display.

It is important that you put your season ticket on the passenger side of the windscreen on the inside of your vehicle. You are responsible for making sure that the season ticket can be seen clearly at all times. Lost permits can be replaced but will incur a £10 replacement fee.

Yours faithfully

Mrs Lisa Francis  
**Parking Office**

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



Start Date	07/11/2016
Expiry date	21/07/2017
P.I.N	1205
Permit no.	SP1383
Vehicle	REPLICA

**SP1383**  
**LCF &**  
**Deaconsfield**