



Permit Application Form

To help us process your application quickly and efficiently please complete all details in full & print clearly.

Please read the notes before completing the form

All fields must be completed - Permits will not be issued without the required documents

Permit Type Required

Resident	Business/Carer
----------	----------------

Applicant Details

Please supply us with your personal or company details		
--	--	--

Name

Title	Initial(s)	Surname
-------	------------	---------

Employer (for business permits)

--

Address Line 1

--

Line 2

--

Line 3

--

Post code

--

Phone No.	
-----------	--

Email Address	
---------------	--

Please tick the box if you would like us to communicate with you via email	<input type="checkbox"/>
--	--------------------------

Vehicle Details

Make	Reg
------	-----

Colour	
--------	--

Data Sharing

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See www.tmbc.gov.uk/DPNotice for further information.

If you are having difficulty reading this form and would like the information in another format, please call Parking Office on 01732 876034 or email parking.office@tmbc.gov.uk

Declaration

I confirm I have read the notes on this form and that the above information is correct

Signed

Date

Signed by

For official Use

Resident E10HD000091203	Residency checked	Fee Rec'd £ Receipt No:
Business E10HD000091202	Proof of ownership	Method Cash/Debit/Credit/Cheque
AZT E10HD000091207 (Carers)	Temporary permit No.	Cheque Number -

Making an Application

Please return the following: -

- The completed Application Form.
- Proof of Residency for Residents Permit. e.g. tenancy/purchase proof
- Proof of employment at a business address within the permit area for Business Permits
- Proof of Employment for a Carers Permit
- **For all Permits** - Proof of ownership of the vehicle i.e. Valid Insurance Certificate or V5 Vehicle Registration document.
- The appropriate fee - Cheques made payable to **TMBC – You can pay by other means at one of our offices**

Do not send cash through the post.

By post

Please send the documentation to;

Parking Office
Tonbridge & Malling Borough Council
Gibson Building
Gibson Drive
Kingshill
Kent
ME19 4LZ

Please allow 7 working days for the return of the permit by post, you will need to make alternative arrangements for parking while your permit is being processed. If you have no other parking you can receive a temporary permit by making your application in person.

In person

Take the completed documentation and payment to our offices at Kings Hill or at Tonbridge Castle. Opening hours are as follows:-

Kings Hill	Monday to Friday 8:30 am to 5 pm
The Castle, Tonbridge	Monday to Friday 8:30 am to 5 pm
	Saturday 9 am to 4 pm
	Sunday 10:30 am to 4 pm

Current Charges for permits

Residents Permits	£40
Business Permits (where applicable)	£150
Carers	£50

Enquiries

Enquiries should be referred to the Parking Office, telephone (01732) 876034 or email Parking.Office@tmbc.gov.uk

Blue Badge Scheme



Vehicles displaying a disabled person's parking badge may park in residents parking bay *that has no time limit* without the need for a permit. If a resident bay is subject to a maximum stay you can stay for the maximum time advertised or the 3 hours allowed with your badge whichever is the longest.

Visitors Permits

You will receive a free sheet of ten visitor permits with your permit. If you have visitors who wish to park in one of the scheme roads during restriction times they may do so provided they display a visitor permit on their vehicle. You may obtain a limited amount additional permits from the Councils Offices at the Castle or at Kings Hill at a cost of £12 per sheet.

Dispensation to Park

The Council recognises that from time to time tradesmen and other service providers will need to park in restricted parking areas to effectively carry on their business. The Parking Office will offer a parking dispensation where it is considered safe and appropriate to do so.

Please ensure that tradesmen visiting your property during a restricted period are made aware of the need to apply for a Parking Dispensation and that they need to allow at least 24 hours notice for their application to be processed.

Terms and Conditions for Resident Permits and Business Permits

A parking space cannot be guaranteed.

The Permit is only valid for the applicant; ownership cannot be transferred to another person.

The Permit must be clearly displayed at all times when in use.

Please do not alter the Permit as this will make it invalid, a quick phone call to the Parking Office on 01732 876034 can usually result in the changes you require being carried out without the need to issue a replacement permit.

Please comply with the local parking regulations and on site notices. If you are unsure contact the Parking Office who will be happy to answer your questions.

We are happy to replace damaged or worn Permits if they are returned to the Parking Office, however if mislaid there is a £10 replacement fee.

For Permits that carry location or employment restrictions the Council may periodically require current documents to confirm eligibility.

A permit is not valid in any bay that does not show an Area/Zone letter, these are limited waiting bays that apply to all users with no exemption for permit holders.

The Council does not provide refunds or extensions of Permits for periods of absence.

If you no longer require the Permit you can cancel by sending an e-mail to parking.office@tmhc.gov.uk, refunds are subject to a £10 administration fee and a minimum refund of £10.

The Council reserves the right to withdraw any Permit, or change the conditions applying to them. Should this be necessary you will be notified of the reasons in writing, prior to the effective date, offering you the opportunity to respond to the decision.

Data Sharing

This council is under a duty to protect the public funds it administers and to this end may use the information you have provided on your application for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. See www.tmbc.gov.uk/DPNotice for further information.

If you are having difficulty reading this text and would like the information in another format, please call the Parking Office or email parking.office@tmhc.gov.uk

Please retain this portion for future reference

Residents Parking Schemes – Qualifying Streets

Area A - West Malling Abingdon Mews High Street King Street Ryarsh Lane Swan Street Town Hill Water Lane West Street Wickens Place	Area E - Tonbridge 5 & 6 Cannon Lane	Area J - Tonbridge Bank Street Fosse Road Havelock Road Hawden Road Houselands Road Lansdowne Road Lodge Road Stafford Road The Avenue The Slade	Area M -Tonbridge Baltic Road Deakin Leas Gardyne Mews George Street Judd Road Quarry Hill Road Quarry Rise Springwell Road St Marys Road The Drive Waterloo Place Weald View Road White Oak Close Woodfield Road Woodlands Road Woodside Road
Area B - West Malling Meadow Bank Police Station Rd	Area G -Tonbridge Albert Road Arundel Close Amberley Close Chichester Road Douglas Road Lawn Road Lionel Road Mabledon Road Meadow Roads Sussex Road Waterloo Road Wincliffe Road	Area K - Tonbridge Dry Hill Park Road Dry Hill Road Keswick Close London Road Nos 1 – 33 Old London Road Portman Park Shipbourne Road Nos 1 - 4 Yardley Park Road Nos 1 -15 High Street (no 203 only)	Area N - Tonbridge Alexandra Road Commercial Road Lavender Hill Pembury Grove Pembury Road Priory Grove Priory Road Priory Street Priory Walk Rose Street St Stephens Street Vale Road
Area C - West Malling Frog Lane	Area D - Tonbridge Avebury Avenue Barden Park Road Barden Road Caistor Road Cromer Street Danvers Road Gladstone Road Holford Street Nelson Avenue Norfolk Road Northcote Road Preston Road River Lawn Road	Area H - Borough Green Fairfield Road High Street Quarry Hill Road Rock Road Sevenoaks Road (from Junction with High St) Station Road Western Road	Area P - Tonbridge Hectorage Road Nos 1-129 Lodge Oak Lane Tudeley Lane
	Area S – Market Quarter Annison Street Bradley Street Exchange Court High Street 176 (Flats) Only	Area L - Tonbridge Church Lane Church Street East Street Hadlow Road (only certain numbers please check) Hadlow Road - Tollgate Buildings Garden Road Kendal Close Kendal Drive Lime Tree Close Lyons Crescent Mill Crescent Mill Lane	Area R – East Malling Chapel Street Church Walk High Street Mill Street Odds 1-31
		Area WM4 – West Malling Nevill Court	

Please note the above roads are entitled to **apply** for a permit, it does not mean there are permit bays available in that road but there will be parking nearby.