



www.tmbc.gov.uk

www.tmbc.gov.uk/parking

parking.office@tmbc.gov.uk

Replica

Contact  
Email  
Our ref  
Date

Eileen Holmes  
Parking.office@tmbc.gov.uk  
PTS/PMY56  
26 Oct 2016

Dear

Here is your Permit PMY56. Please read all the information below.

The Permit is only valid in Residents Parking Bays or in the High Street Tonbridge whilst you are working.

The Permit is *not* valid in:

- Car Parks
- Disabled Bays
- Bus Stops or other specially designated parking bays

We do not send reminders unless you have provided us with an email address so please ensure you contact us to renew your Permit at least 7 days before the expiry date.

Yours sincerely  
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

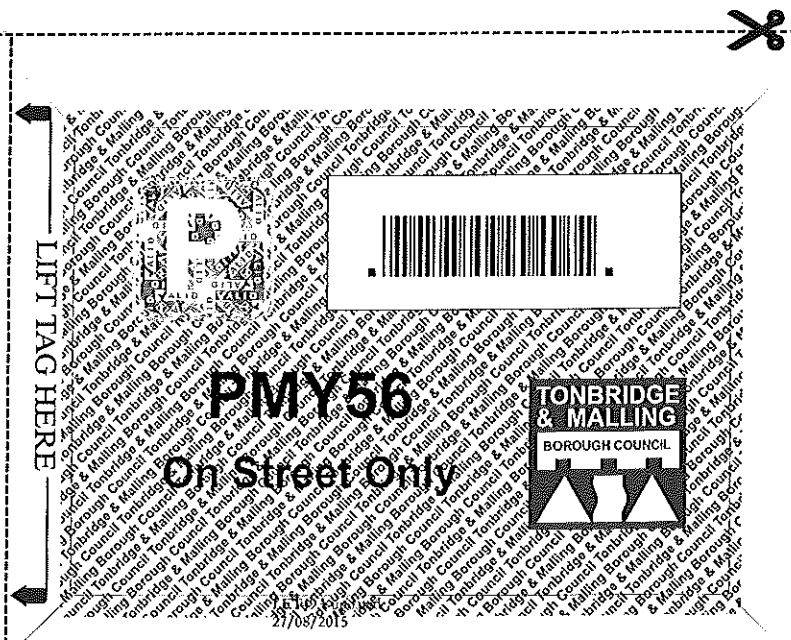
### Permit Terms and Information, please retain for future reference

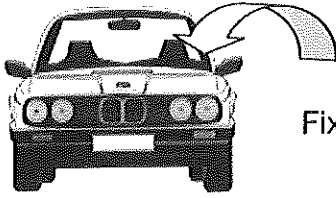
#### Instructions

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 30/10/2016  
 Expiry date 29/10/2017  
 P.I.N 0269  
 Permit no. PMY56  
 Vehicle GU08MWA





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)

**A parking space cannot be guaranteed.**

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

**Please do not alter the Permit as this will make it invalid.**

**If you change your vehicle 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.**

**Your Permit may have time restrictions attached to it, please comply with these as you may receive a Penalty Charge Notice if you are parked outside of your allowance.**

**Please comply with the local parking regulations and on site notices unless specific permissions have been granted prior to parking. If you are unsure contact the Senior Civil Enforcement Officer on 01732 876386 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 the Permit is mislaid there is a £10 replacement fee.**

**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 details in writing, prior to the effective date, offering you the opportunity to respond to the changes.**

