



www.tmbc.gov.uk/parking

parking.office@tmbc.gov.uk

Replica

Contact Lisa Francis
Email Parking.office@tmbc.gov.uk
Ref 2-0051
Date 30 Aug 2016

Dear Sir/Madam

E-mail reminders – please ensure you add our e-mail address to your trusted senders list.

Important Information

The permits are 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.

We are unable to make a permanent change your vehicle details without first receiving your confirmation documents, in the first instance the completed new keeper supplement will suffice or an online insurance certificate. We may ask that you follow up with further documentation later on. Your provided visitor permits should be used until the change is made, additional permits can be purchased from our offices if required.

Visitor Permits - It is essential that visitor permits are completed in Blue or Black ink, use of pencil will invalidate the permit and may result in the user receiving a Penalty Charge Notice.

It is the responsibility of the permit holder to ensure their permit is valid and current so we recommend making a calendar note of your expiry date.

Yours faithfully

Mrs Lisa Francis
Parking Office

Gibson Building, Gibson Drive, Kings Hill, West Malling, Kent, ME19 4LZ
Director of Planning, Housing & Environmental Health: Steve Humphrey (MRTPI)

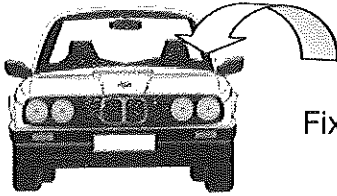
Instructions

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 30/08/2016
Expiry date 29/08/2017
P.I.N 6953
Permit no. 2-0051
Vehicle ANY

Permit template with instructions: LIFT TAG HERE, Barcode, 2-0051, 29/08/2017, Area WM2, Valid in Bays WM2 to WM6, Tonbridge & Malling Borough Council logo.



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)