

# Car Park Permit Application Form

Please allow ten working days for preparation of your permit.

Capacity for new permits has now been reached for:-

**Memorial Gardens**  
**Victoria Street**

**Hummer Road**  
**St Jude's**

**British Legion**  
**Wasp Farm**

Please email [parking@runnymede.gov.uk](mailto:parking@runnymede.gov.uk) if you wish to be added to a waiting list.

Car Park Name	Quarterly fee	Annual fee
<b>Wasp Farm : RENEWALS ONLY</b> Station Road, Egham (behind the parade of shops) (can also be used in Chertsey Library Car Park)	£250	£700
<b>Hummer Road * : RENEWALS ONLY</b> Egham (behind the High Street, Tesco side)	£250	£700
<b>Memorial Gardens : RENEWALS ONLY</b> Station Parade, Virginia Water (on the left, immediately before the railway station entrance)	£250	£700
<b>British Legion : RENEWALS ONLY</b> Near the Station, Virginia Water	£250	£700
<b>Victoria Street Car Park : RENEWALS ONLY</b> Victoria Street, Englefield Green	£50	£125
<b>Chertsey Library</b> Heriot Road, Chertsey (opposite Chertsey Hall) (can also be used in Wasp Farm Car Park)	£250	£700
<b>Woodlands Car Park</b> St Peters Hospital, Chertsey	£250	£700
<b>Beomonds *</b> Heriot Road, Chertsey (opposite Sainsbury's Car Park)	£250	£700
<b>St. Jude's Car Park</b> St. Jude's Road, Englefield Green - by Cemetery (1 only per person - named applicant/business)	£50	£125
<b>Pooley Green Car Park</b> Thorpe Road, Egham Hythe	£50	£125
<b>Gogmore Farm - Season Ticket</b> Gogmore Farm, Chertsey	£150	£500
<b>* Residents Permits for <u>Beomonds</u></b> (specific addresses only)	£100	£300
<b>* Residents Permits for <u>Hummer Road</u> RENEWALS ONLY</b> (specific addresses only)	£100	£300

Please complete this section in block capitals:

Car Park	Registration Number(s)	No of permits	Commencement Date of Permit	Quarter/Annual Permit	Total Cost

Is this a renewal? Yes/No

We do not send out reminders.

Name/Company Name:

Address:

E-mail:

Daytime Contact Telephone Number:

The above number will be used to contact you to take payment by Debit or Credit Card

Please make cheques payable to Runnymede Borough Council

Supply of VAT receipt required? Yes/No

Terms and conditions. Please Note:

- We do not send out reminders. If you do wish to renew your permits please apply allowing ten working days before the expiry date. Due to significant demand for permits if a permit is not renewed within 7 days of expiry the position will be offered to someone else on the waiting list.
- Any changes to, or re-issuing of, a valid permit will incur a £15 administration charge.
- Permits must be clearly displayed in the windscreen of the vehicle in order to avoid being issued with a Penalty charge notice.
- Permits are not transferable. Should you change your vehicle the old permits must be returned to the Council before a new permit can be issued.
- Permit holders may have up to four registration numbers listed on the permit. Only one of the vehicles may be parked at a time and the original permit must be displayed in the vehicle.
- The possession of a permit does not guarantee a place to park in the car park. Vehicles must be parked in accordance with car park regulations
- For either operational, or any other reason determined necessary by the Parking Services Manager (or in their absence, the Corporate Head of Community Development), it is sometimes necessary to close the whole or part of a car park for a period and this will mean that you will not be able to park your vehicle within the car park. We will endeavour to give advance notice of these closures. Where a car park is unavailable for a period of seven calendar days or more we may consider pro rata refunds. The decision to make any refund is at the sole discretion of the Council.
- A temporary permit will be required if a vehicle is away for repair for more than seven calendar days and a temporary vehicle is in use. These will be subject to an

administration charge of £15. For periods less than seven calendar days you should notify the Council in advance in order to avoid being issued with a Penalty Charge Notice.

- In making an application for a permit you are signifying your acceptance of these terms and condition.
- We take your privacy seriously and only process data in line with the data protection law. To find out how we comply with GDPR please view our privacy statement at <https://runnymede.gov.uk/privacystatement>

**Queries about your application?** Tel: 01932 838383 or e-mail: [parking@runnymede.gov.uk](mailto:parking@runnymede.gov.uk)

**Please return this application form, by post, to:**

Customer Services, Runnymede Borough Council,  
Runnymede Civic Centre, Station Road, Addlestone, Surrey. KT15 2AH.

or e-mail: [parking@runnymede.gov.uk](mailto:parking@runnymede.gov.uk)

**Please ensure your application for a parking permit is submitted at least 10 working days prior to the permit start date, this is to enable time for your application to be processed. Payment can be made by telephone but application forms must be submitted by post or e-mail.**

**Declaration:**

I agree to abide by these conditions and will notify Runnymede Borough Council in advance of any alterations which need to be made to the permit.

**Signature of applicant:**

**Date:**

**For office use only:**

Permit No(s).	Date issued	Expiry date