

# APPLICATION FOR CAR PARKING - 1 April 2019 to 31 March 2020

## UNISON Member Scheme

(IT IS YOUR RESPONSIBILITY TO RENEW EVERY MARCH)

I wish to apply for a car park pass for **LINCOLN CENTRAL** car park.

I wish to apply for the following days (Saturday and Sunday are included FREE):

<input type="checkbox"/>	Monday	<input type="checkbox"/>	Tuesday	<input type="checkbox"/>	Wednesday	<input type="checkbox"/>	Thursday	<input type="checkbox"/>	Friday
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NAME:  MEMBERSHIP No:

HOME ADDRESS:

EMAIL:  CONTACT No:

EMPLOYER:  DEPARTMENT:

CAR REGISTRATION:  1.  2.   
(Maximum of 3 permitted)  3.

### OPTION 1: PAYMENT BY CHEQUE FOR FULL ANNUAL COST (Payable to: City of Lincoln Council)

I enclose a cheque for £  which covers payment from 1<sup>st</sup>  to 31<sup>st</sup> March

### OPTION 2: PAYMENT BY INSTALLMENTS (LINCOLNSHIRE COUNTY COUNCIL AND SERCO EMPLOYEES ONLY)

I agree to pay my annual subscription of £  [enter total] by monthly instalments. I agree to make 1 payment of

£  followed by  [Number of deductions] payments of £  [monthly amt]

to commence on  [pay date] Payroll Number

Should I wish to leave the service before my loan has been recovered, I agree to return my car parking permit to Alison Wood, Car Park Services, Lincoln City Council, City Hall, Orchard Street, LINCOLN on the last day of the month in which I leave, together with a cancellation fee of £15.00. I will also inform the UNISON Branch Office on 01522 554910.

**PLEASE NOTE: No permit will be cancelled and will remain valid and chargeable, until the permit has been received in the car park services office along with the cancellation fee.**

### FOR NEW SEASON HOLDERS ONLY, NOT APPLICABLE FOR CURRENT CARD HOLDERS AS EXISTING CARD CAN BE USED, PLEASE TICK BOXES:

I will collect the season card from 1. CITY HALL  2. LINCOLN CENTRAL CAR PARK

I acknowledge that a £10 deposit for the season card will be included in the first salary payment

I have read and agree to the Terms and Conditions of the scheme.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



Please return your ORIGINAL SIGNED form to:  
UNISON, Lincolnshire County, 34 Orchard Street, LINCOLN, LNI 1XX

**LINCOLN CENTRAL SEASON CARDS**  
**TERMS AND CONDITIONS**

Valid Monday to Sunday on Lincoln Central car park only (part time options available)

The issue of a Season card does not reserve a parking space for the holder.

Season cards are issued to an individual person or company and may only be used by the person or company. Please note, year runs from 1<sup>st</sup> April to 31<sup>st</sup> March.

A £10 deposit is required for each new season card, this will be refunded upon return of the season card. If a card is already held this can continue to be used so a £10 deposit is not required.

The Season card must be collected either from the attendant's office on site or reception at City Hall, season cards are not able to be posted.

To enter and exit the car park, the season card must be used at the barrier. If the season card is not produced at the entrance barrier then a chip token must be taken and the relevant daily fee paid at the pay station at the end of the parking session.

Failure to produce the card at the exit barrier will result in a £10 lost fee being paid, this must be paid at the pay station.

In the event of a Season Card being lost, please notify the City of Lincoln Council, City Services, City Hall, Beaumont Fee, Lincoln, in writing or by email: [city.services@lincoln.gov.uk](mailto:city.services@lincoln.gov.uk). A charge of £10.00 is made for a replacement Season Card.

If you require a refund (on yearly season cards only) the Season card must be returned with bank details (bank name, sort code and account no.) as all refunds are made by BACS and will be calculated on full months remaining and is subject to a £15.00 administration fee.

The Council reserves the right, in the event of a serious contravention of these conditions, to withdraw or refuse to renew any season card.

The Season Ticket is issued under various regulations, bye laws and orders, relating to car parks and the Council accepts no liability or responsibility for personal injury, (whether fatal or otherwise) or loss or damage to property unless caused through negligence of the Council or its employees.

City of Lincoln Council  
City Services  
City Hall  
Beaumont Fee  
Lincoln  
LN1 1DD

**Contact details:**

Telephone 01522 873497  
Email: [city.services@lincoln.gov.uk](mailto:city.services@lincoln.gov.uk)



**IMPORTANT Please read before completing your form:**

- We require an original signed copy of your form, sorry no photocopies or scans.
- When completing option 2 – payment by instalments, please check that you have the correct costings. If you are starting part way through the year, please remember to adjust the cost accordingly. For example – starting in June would mean you would pay 10 monthly instalments and not 12 and the total yearly cost will be for 10 months and not 12. (All monthly costing should be on the table sent to you).
- Payment for April car parking will be deducted from your April salary.
- To avoid disappointment, please give at least 10 working days before you require your pass to commence.
- This is a one-year scheme only. We endeavour to contact you via email with respect to re-application, however, it is your responsibility to reapply for the scheme every March. Details will also be published on our website at <http://www.lincolnshireunison.org/> and clicking on member benefits.

**UNISON Contact information:**

- For further information contact Dorinda Hudson at UNISON on 01522 554910 or email [info@lincunison.org.uk](mailto:info@lincunison.org.uk)