

1. Season ticket information

Definition of a season ticket

A season ticket is intended for use only by the season ticket holder to enable them to park in parking bays in a nominated car park.

Car parks

Our website has details of the [car parks where seasons are available](#) and the tariffs that apply.

E-season ticket

The display of a season ticket is not required and we will not issue you with a paper season ticket. The equipment our Civil Enforcement Officers use provides access to your details for verification purposes.

2. Who can apply and what needs to be provided

Who qualifies

The Council will issue season tickets to anyone wishing to park regularly in a nominated Council operated car park.

Season ticket valid only for the named vehicle

A season ticket is valid only for the specific vehicle registration given in the application. Failure to insert a vehicle registration mark correctly may result in a Penalty Charge Notice being issued.

3. Prevention of fraud

The council is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for; auditing, or administering public funds, or where undertaking a public function in order to prevent and detect fraud.

4. How long can I have my permit for?

Length of season ticket and renewal

- The season ticket will be valid for 1, 3, 6 or 12 months from the date of issue.
- It is your responsibility to renew the season ticket on its expiry.
- If you wish to renew your season ticket, please apply at least 21 days before the current season ticket expires.

5. Where can I use my season ticket?

Parking places

- The vehicle must be parked in a marked bay, excluding motorcycle bays and disabled bays, in the nominated car park only.
- A season ticket does not guarantee the availability of a parking space.
- The Council reserves the right to suspend any parking bay/location as required.

6. Change of details

Change of address

You must update your details if you change your home or work address.

Change of vehicle

If you change your vehicle on a temporary or permanent basis, you will need to amend your details online immediately.

7. Important information

Refunds

Refunds cannot be made for periods when the season ticket is not used. However, a refund may be payable for a season ticket holder who wishes to permanently surrender their unexpired season ticket for the full months that are unexpired. Refunds will be subject to an administration fee of £23.50.

Please note:

- 1 It is a criminal offence if, with intent to deceive, you knowingly make a false statement or mishandle or forge documents to get a season ticket for yourself or others. The Council may prosecute under the Theft Acts or other relevant criminal legislation.
- 2 Failure to have a valid season ticket or inform us of a change of vehicle may result in a Penalty Charge Notice being issued.
- 3 Season tickets are not transferable to other places or persons, unless so instructed by the Council.
- 4 Season ticket holders are not permitted to sell or transfer the season ticket to other parties.