

Dorking and Leatherhead Low Paid Worker Parking Permit Terms and Conditions

The Dorking and Leatherhead Low Paid Worker parking permit enables lower paid staff who drive to their place of work in shops and offices in Dorking or Leatherhead town centre to apply for a discounted parking permit.

Please read and agree to MVDC's Dorking and Leatherhead Low Paid Worker parking permit terms and conditions before applying for an application.

Terms and Conditions

1. **Qualifying Criteria** - To be eligible for the "Dorking and Leatherhead Low Paid Worker" parking permit, applicants must:
 - a. Work in either Dorking or Leatherhead town centres as defined by the maps in Appendix 1 and 2.
 - b. drive a minimum of 2 miles from their place of residence to their place of work.
 - c. earn less than the National Living Wage plus 10% per hour (should earnings increase above this figure you will no longer be eligible for the permit)
2. Applicants will need to provide MVDC with documentary proof that their income is less than the National Living Wage plus 10% per hour. Evidence may include:
 - a. Copy of a recent payslip
 - b. A letter on headed paper from your employer confirming your place of work and the hourly rate which you are paid
 - c. A copy of your contract of employment

MVDC reserves the right to carry out spot checks on permit holders by requesting proof of their income at any time. If requested to do so, permit holders must produce evidence of their income within 10 working days of such request. Failure to produce the required evidence may lead to MVDC revoking the permit.

3. Proof of Residency will need to be provided with all resident Low Paid Worker parking permit applications and permit renewals. Acceptable proof of residency documents may include:
 - a. A recent utility bill, bank statement or payslip no more than 3 months old (electricity, gas, landline phone, water bill)
 - b. Benefit Award Statement, Tenancy Agreement or letter from your landlord confirming your tenancy

Photocopies and online downloads of the above will be accepted

2. The permit must be displayed in the front windscreen of the vehicle so that it is clearly visible at all times.
3. Failure to display a valid permit will result in a Penalty Charge Notice being issued.
4. Reminders regarding renewal of permits will not be sent.
5. A permit does not guarantee a parking space.
6. MVDC reserves the right to refuse issue of a permit.
7. Parking permits are only valid for the period paid for when applying
8. Low Paid Worker parking permits are **only** valid in the long term sections of St Martins Walk car park in Dorking and Level 6 of the Swan Centre car park in Leatherhead.
9. The Leatherhead Low Paid Worker permit is restricted to Monday to Friday and excludes Bank Holidays.
10. MVDC may, upon giving reasonable notice to the permit holder, restrict the use of the permit to an alternative specified car park. When this occurs MVDC will re-issue the permit displaying the name of the car park the permit holder is entitled to use.
11. **Change of Vehicle** - If you change your vehicle, please return your permit to Parking Services, Pippbrook, Dorking, RH4 1SJ together with a covering letter advising of the changes required. An administration fee of £15 will be payable to issue the replacement permit.
12. Permits can be allocated for up to two specific vehicles. To ensure permits are not misused only 1 permit will be issued which can be shared between the two vehicles stated.
13. MVDC reserves the right to cancel a parking permit at any time subject to giving the permit holder seven days written notice. Where MVDC cancels a parking permit, a pro-rata refund for the remaining full months of the permit will be made. Where a permit is cancelled because of fraud or misuse the permit holder will not be eligible for a refund.
14. The permit may only be used for vehicles licensed as private or goods vehicles less than 5 tonnes.
15. MVDC's current Off-Street Parking Orders apply to the use of permits. These are available upon request at Pippbrook Council Offices, Dorking.
16. Exercising the right to change your mind (Consumer Rights Act 2015). You have a legal right to change your mind within 14 days of placing your order and receive a refund by letting us know in writing. If you cancel once the permit period has started, refunds can only be obtained on the full calendar months remaining. The original permit must be returned before the refund is issued.
17. MVDC does not process permit applications 'while you wait' at the Council Offices.
18. The number of permits are limited and will be issued on a first come first served basis.
19. **Exclusion of liability** - MVDC does not undertake to supervise the parking place and will not accept any liability for loss or damage to motor vehicles or their contents howsoever caused, or injury to any person howsoever such injury is caused, unless or to the extent caused by proven negligence of MVDC its representatives or agents.
20. A permit holder shall surrender their permit on the occurrence of any of the following:
 - a. The permit holder ceases to work in the town centre for which the permit was issued
 - b. The permit holder earns in excess of the National Living Wage plus 10% per hour

- c. The permit holder is issued with a replacement permit by the Council
- d. The revocation of the designation of parking places to which the permit relates or the occurrence of any of the events listed in clause 13

21. Variation of Terms and Conditions - By applying for or purchasing any type of parking permit, the applicant:

- a. certifies that all the information that the applicant has given in the application process is correct;
- b. accepts MVDC's terms and conditions as varied from time to time; and
- c. agrees to be bound by and comply with the relevant Off-Street Parking Orders and Traffic Regulation Orders which may be varied from time to time

MVDC reserves the right to amend these terms and conditions, application procedures and the relevant Traffic Regulation Orders and at any time.

22. Any contravention of these Terms & Conditions will render the permit invalid and a Penalty Charge Notice may be issued.

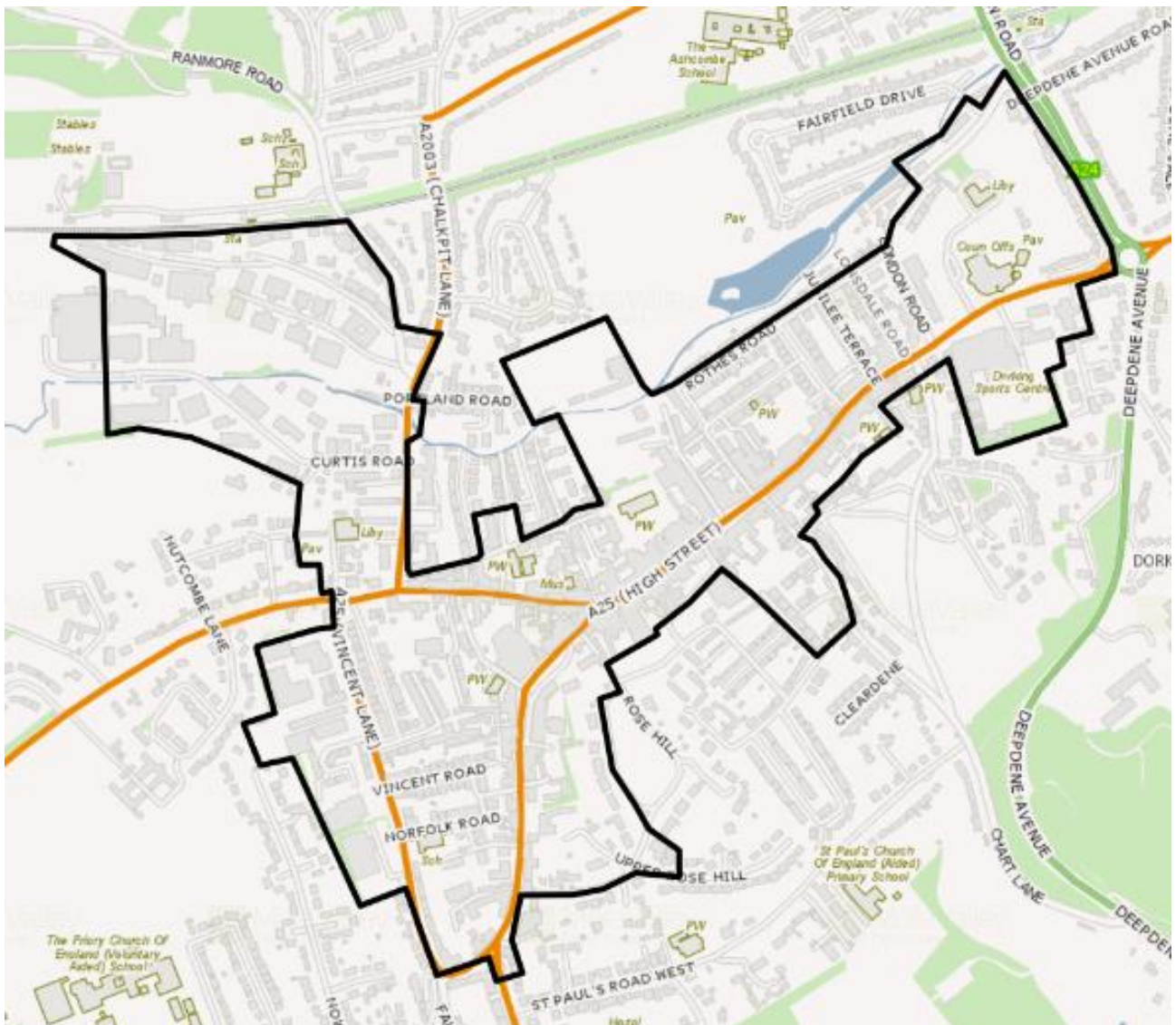
23. Data Protection and Fair Processing Notice for Forms

- a. MVDC is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.
- b. MVDC will investigate any cases of suspected fraud or misuse of the Permit. If MVDC finds evidence of fraud or misuse it will suspend the Permit and withdraw the facility to purchase Permits. MVDC may also cancel Permits already purchased, which may render the Vehicle owner liable to pay a penalty charge and possible Vehicle removal & storage fees. MVDC may also prosecute where they consider that fraud or intentional misuse has taken place

For information about how we handle your data, visit www.molevalley.gov.uk/parkingpermitsprivacy

Appendix 1

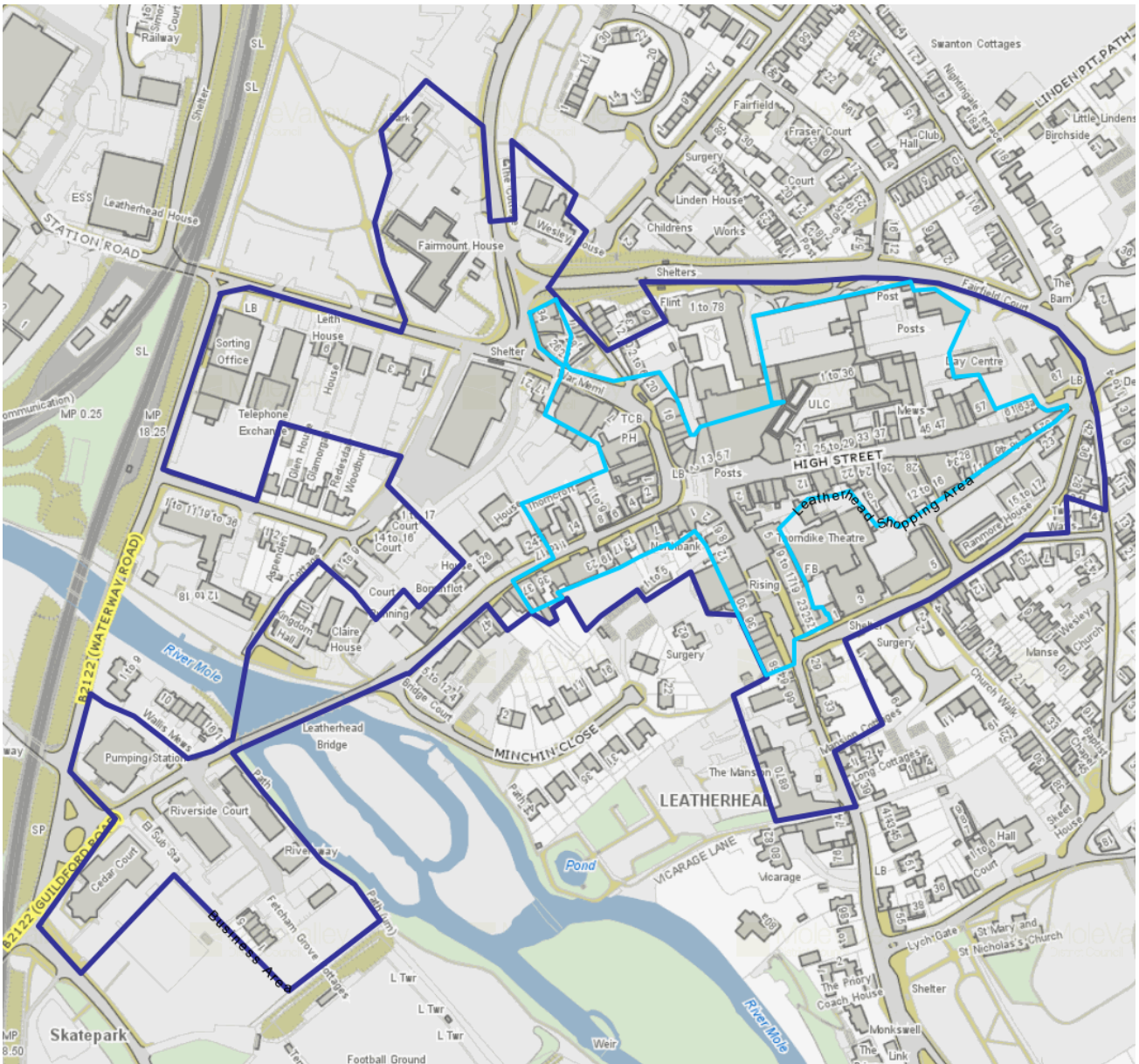
Dorking






Permits are only available to Low Paid Workers who work within the Dorking Town Centre Business Area as outlined in black.

Appendix 2

Leatherhead



Legend

-  Business Area Boundary
-  Leatherhead Shopping Area
-  District Boundary

Permits are only available to Low Paid Workers who work within the Leatherhead Town Centre Business Area as outlined in purple.