

Service Vouchers – External Customers



Section 1 – Applicant Details

Title.....Surname.....	
Forename(s).....	
Company name.....	
Address.....	
Postcode.....	Contact Phone Number

Section 2 – Voucher Requirement: tick appropriate box

Please note Service Vouchers are sold in books of ten. A maximum of ten books are issued per application form.

I require books of Service Vouchers at a cost of £24.00 per book

Please note maximum number of books dispatched via post is 5, any orders over 5 will have to be collected at Perceval house.

Please provide all items requested for either A or B
I confirm I have provided the following documentation:

<u>A) Utility Companies and Statutory Undertakers, e.g. BT, British Gas.</u>	<u>B) Other companies, contractors and Services providers.</u>
A Company ID <input type="checkbox"/>	A company cheque <input type="checkbox"/>
A Company Cheque <input type="checkbox"/>	A company registration number / Company VAT number on official Stationary. <input type="checkbox"/>

Section 3 – Payment Details

Applications can only be made via the post; **applications cannot be made in person.**

Payment can be made in the form of a company cheque only. Cheques are to be made payable to "Ealing Council".

I enclose payment of £:.....

Section 4 – Declaration

I confirm that I have read and will comply with the requirements in "Notes and conditions of use" overleaf and that all the information supplied by me is correct.

Signature:..... Date:.....

Office Use Only

Date Received.....	Vouchers Issued.....
Date Action.....
Receipt No.....

NOTES FOR APPLICANTS

The cost of the vouchers is £24 per book. This form must accompany payment and applications can only be made through the post.

APPLICATION BY POST:

**Ealing Council
Parking Services
PO Box 46264
London
W5 2UN**

Payment is only acceptable in the form of a company Cheque and must be made payable to “Ealing Council”. Post-dated cheques cannot be accepted.

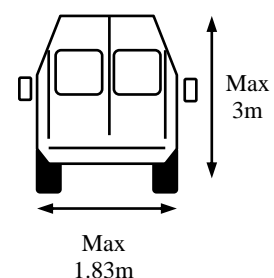
In order for us to process your application please allow 10 working days from the date of receipt.

NOTES AND CONDITIONS OF USE

- Service Vouchers are used to park legally in the Controlled Parking Zones (CPZs) for operational reasons only. Please Note; Operational reasons include visits to residential or commercial properties. (e.g. a Utility company carrying out works or emergency visits.)
- Service Vouchers are not to be used by companies so that staff can commute to their place of work or for their own personal use. Please note: If members of an organisation are found to be using service vouchers for reasons other than their intended operational purpose, the company that member of staff works for will be blocked from ordering service vouchers in the future.
- The voucher must be fully completed, including the details of where the visit is taking place and displayed so that all details are visible from the exterior of the vehicle.
- The voucher is valid in any bay where a normal “Resident Permit” is accepted (this will be indicated on the bay signs.)
- The operational hours for individual Controlled Parking Zones are displayed on signs at the entrances to each zone and the voucher you display must cover the period of time required. A maximum of 4 multiple vouchers may be displayed at any one time.
- The vehicle must fit within the marked space.
- The voucher does not permit the holder to park in the following:
 - Bays reserved for specific users e.g. Disabled / Doctor / Vets.
 - Loading/Unloading Bay.
 - Pay and Display Only Bays
 - Car parks

VEHICLES ELIGIBLE

- (a) A passenger vehicle.
- (b) A motor cycle.
- (c) A passenger vehicle or goods carrying vehicle, the overall height of which does not exceed 3 metres.
- (d) A passenger vehicle or goods carrying vehicle, the overall width of which does not exceed 1.83 metres.
- (e) The entire vehicle must fit within the marked space.



- Failure to comply with the above may result in the issue of a PCN being issued and / or the vehicle being removed