

## Hylands Season Tickets – Application Pack

You must fill in the details, tick and sign below to confirm you understand and agree to the terms and conditions which can be found in the following link (we cannot issue a Hylands Season Ticket without your signature in this section):

<https://www.chelmsford.gov.uk/parking-and-travel/season-tickets/terms-and-conditions-for-car-park-permits-and-season-tickets/>

You can email this completed application pack (including the completed Direct Debit mandate and proof of address) to [hylandscarparks@chelmsford.gov.uk](mailto:hylandscarparks@chelmsford.gov.uk) or send it to:

**Car Parks Team**, Chelmsford City Council, Civic Centre, Duke Street, Chelmsford, Essex, CM1 1JE

Once we have received it, we will contact you to confirm the Hylands Season Ticket has been activated and the Direct Debit has been set up.

**Data Protection Declaration:** We are a Data Controller for the purposes of data protection legislation. All personal information is held and processed in accordance with this. You can refer to our Privacy Notices published on our website at [www.chelmsford.gov.uk/privacy](http://www.chelmsford.gov.uk/privacy) for details. You can contact us if you need the privacy notice in an alternative format.

<b>Personal Details</b>				
Name (in full):				
Address and postcode (you must also enclose proof of address):				
Phone number:				
Email address:				
Date you wish to start:				
Vehicle registration number(s):				
Council Tax account number (Chelmsford residents only):				
<b>Hylands Season Ticket Details (you must tick one box only from the options below)</b>				
Name	Monthly Cost		Yearly Cost	
<b>Chelmsford Residents</b>				
1 <sup>st</sup> Vehicle (Monday to Friday)	£5		£60	
2 <sup>nd</sup> Vehicle (Monday to Friday)	£1.48		£17.80	
Additional Vehicle (Monday to Friday)	£7.50		£90	
1 <sup>st</sup> Vehicle (Monday to Sunday)	£6.67		£80	
2 <sup>nd</sup> Vehicle (Monday to Sunday)	£2		£24	
Additional Vehicle (Monday to Sunday)	£9.17		£110	
<b>Non-Residents</b>				
Any Vehicle (Monday to Friday)	£7.50		£90	
Any Vehicle (Monday to Sunday)	£9.17		£110	
<b>You must tick here to say that you have read and understood the terms and conditions.</b>				
Your signature:				
Date:				
<b>For Official Use Only (do not write below this line)</b>				
Amount required:	£			
Hylands Season Ticket no. issued:				
Is the payment correct and has the application pack been completed correctly?				
Signature:				
Date:				



## Instruction to your bank or building society to pay by Direct Debit

Please fill in the whole form using a ball point pen and send it to:

Chelmsford City Council  
Finance - Credit Control  
PO Box 457  
Civic Centre  
Duke Street  
Chelmsford  
CM1 2YJ

Service user number

6	8	4	9	9	5
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For Chelmsford City Council official use only  
This is not part of the instruction to your bank or building society

Name(s) of account holder(s)


Bank/building society account number

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Branch sort code

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Name and full postal address of your bank/building society

To: The Manager	Bank/building society
Address	
Postcode	

**Instruction to your Bank or Building Society**

Please pay Chelmsford City Council Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Chelmsford City Council and, if so, details will be passed electronically to my bank/building society.

Signature(s)

Date

**Reference (For Official Use Only)**

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Banks and building societies may not accept Direct Debit Instructions for some types of account

This guarantee should be detached and retained by the payer.

## The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits
- If there are any changes to the amount, date or frequency of your Direct Debit Chelmsford City Council will notify you 10 working days in advance of your account being debited or as otherwise agreed. If you request Chelmsford City Council to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Chelmsford City Council or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society
  - If you receive a refund you are not entitled to, you must pay it back when Chelmsford City Council asks you to
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.

