

Permit Application Form



Mark Rizk BA (Hons), MSc
Head of Services
ESBC
PO BOX 8045
Burton upon Trent
DE14 9JG

Please complete this form and return it to the Parking Section at the address to the left. If you have any queries regarding this matter telephone: Community and Civil Enforcement (01283 508036).

Permit holders are entitled to have inserted on their Permit, the registration number of two vehicles. Both vehicles must be owned by the applicant or by members of the applicant's family resident in the same household. You MUST provide a copy of the registration document or some other form of ownership for all vehicles inserted below.

Title	
Full Name	
Address	
Telephone Number	
Registration Number	
Car Park Required	Library
Permit Duration	3 Months (£200 including VAT) <input type="checkbox"/>
	6 Months (£350 including VAT) <input type="checkbox"/>
	12 Months (£575 including VAT) <input type="checkbox"/>
Start Date	
Payment Method (Please Refer to Details Overleaf)	Cheque <input type="checkbox"/>
	Debit/Credit Card Via Telephone <input type="checkbox"/>
	Standing Order <input type="checkbox"/>
Sign and Date	

Payment Methods

Standing Order:

12 month payment option	6 month payment option	3 month payment option
£575 - Initial payment of £80 followed by 11x £45	£350 - Initial payment of £80 followed by 5x £54	£200 - Initial payment of £80 followed by 2x £60

Should you require to pay by Standing Order please contact the parking office on 01283 508036 to make the initial payment. After we have received the initial payment of £80.00 via cheque or debit/credit card, you are responsible for setting up the standing order with your bank. They will need the following information:

Our Bank is: **The Royal Bank of Scotland, 38-41 Station Street, Burton upon Trent, DE14 1AX**

Our Bank Sort Code is: **16-14-70**

Our Bank Account number is: **10028206**

You must also quote reference number **CPSTLIB** followed by your **registration number** and **surname/business name**.

Should the Standing Order be stopped at any time during the payment option period without the Council's prior knowledge, you will be invoiced for the full amount.

Cheques:

Cheques should be made payable to East Staffordshire Borough Council. Your **registration number** and **full name/business name** should be written on the back. Then sent along with a cover note to East Staffordshire Borough Council, PO Box 8045, Burton upon Trent, DE14 9JG or taken to our Customer Services Centre in the Market Place, Burton upon Trent or at Uttoxeter Library.

Debit and Credit Cards:

You are able to pay via debit or credit card at our Customer Services Centre in the Market Place, Burton upon Trent or at Uttoxeter Library. Alternatively you can also pay for your permit over the phone by calling 01283 508036.

Please note after your permit has been issued, any alterations to your permit will incur a £25.00 admin charge payable in full by debit/credit card or cheque.