Name:

Address:

VRM (Registration):

Dear: { Sir/Madam }

Please find attached your new PERMIT DISC. Please ensure that the permit is prominently displayed on the windscreen. This permit is valid until {DATE}

**CONDITIONS OF USE OF PERMIT DISC**

**PLEASE READ THE FOLLOWING POINTS BEFORE USING THE PERMIT**

1. The permit must always be valid for the period of parking for the Vehicle Registration above when the vehicle is parked in a parking zone at the relevant land operated by our company.
2. The permit showing a registration number may only be used in the vehicle with the same registration number.
3. The permit must be displayed in clear view on top of the dashboard of the vehicle so that all the particulars are available and clearly visible without any interference.
4. Misuse of permit, creating copies of a permit, alterations, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences, which will result in a Parking Charge being issued to the vehicle.
5. The company cannot allocate parking bays to individual permit holders and the granting of a permit does not guarantee that a space will be available.
6. Issuance of the parking permit to the holder named above means the holder has agreed there are terms and conditions which are placed on the parking signage on the site and to check and follow all Terms and Conditions present on the signage at the relevant Parking Location and understand that any non-compliance will result in a PCN being issued to the vehicle, for which they will be held responsible as the permit is issued to the applicant.
7. If another person was driving the vehicle, it is the vehicle keeper’s responsibility to provide their name and address so liability can be transferred effectively. If the charge remains unpaid the keeper will be held responsible for the outstanding charge.
8. The Permit holder agrees that it is their responsibility to comply with the terms and conditions of parking at the relevant land, in case the vehicle was being driven by another driver the permit holder will remain liable for making the driver aware of the terms and conditions of usage of the permit and for any PCN resulting from Non-Compliance if the charge remains unpaid, Unless liability is transferred.
9. The Permit holder agrees they have been made aware that there are additional terms and conditions that always apply and must be adhered by all vehicles, as well as the requirement of “VEHICLES FULLY DISPLAYING A VALID PARKING PERMIT WITH ALL DETAILS CLEARLY VISIBLE INSIDE THE FRONT WINDSCREEN”.
10. The permit holder agrees that breach of any Terms and Conditions will result in a Parking Charge Notice being issued to the any and all vehicles.
11. Faded permits that are illegible are **invalid** and should be replaced immediately (replacement is free). All other replacements will incur a charge. The permit holder understands that in the event of a permit being damaged or lost or stolen, there will be a charge of £10 plus VAT for the replacement.
12. The permit holder agrees that Euro Parking Services is not liable for any theft, damage, loss and injury to the permit holder and the vehicle.
13. Using the parking permit means the permit holder agrees with all of the terms and conditions above and the terms and conditions on the signage at the relevant land.
14. For further information please visit our website [www.europarkingservices.com](http://www.europarkingservices.com) or email us info@europarkingservices.com

**Permit Back Print**

1. Please display the permit when parking at the relevant location clearly with all particulars clearly visible unhindered.
2. Permit holder is responsible for following all terms and conditions printed on the attached letter.
3. The permit holder is responsible for making the driver aware of presence of terms and conditions if they were not the driver on the day.