



# **Itchen Toll Bridge Commercial Concession**

**Please read this carefully and retain the first pages for future reference**

## **Conditions for issue of Concession Passes and Tokens**

### **INTRODUCTION**

The Commercial Concession scheme is available to owners and operators of Class 4 and larger vehicles (2 tonnes gross weight and above) registered to, and operating from, premises within the Concession zone.

The Concession zone is an area of Woolston, Weston and Sholing bounded on the north by Sholing Road, South East Road and Heathfield Road; on the east by the City boundary; and on the south and west by the river and shoreline, including all those premises situated on the northwards extension of Hazel Road.

### **APPLYING FOR THE COMMERCIAL CONCESSION**

All applications must be submitted in person or by post to:-

Commercial Concessions  
Itchen Bridge Office  
Portsmouth Road, Woolston  
Southampton  
SO19 9AD

Tel: 023 8043 1040

Only those persons who submit the following documentation will qualify for the Commercial Concession:

1. Fully and correctly completed application form, signed and dated;
2. Photocopy of second page of V5C documents for each vehicle to be used with the concession. This is the page that displays the details of the vehicle, as well as the owner and address details. If the vehicle(s) you operate are leased rather than owned, please supply a copy of the lease documents for each qualifying vehicle.  
Please make sure you only send photocopies of your documents;
3. Photocopy of company letterhead, invoice or council tax statement;
4. One first class stamp to cover the cost of postage of concession passes.

Southampton City Council accepts no liability for loss or damage to documentation in the post.

If your application is successful, you will be sent a laminated vehicle pass for each vehicle you operate, so that collectors can easily see which vehicles are on the scheme. You will also receive a Token Purchase Permit which enables you, or your representative, to buy tokens from the Itchen Bridge office.

Tokens are sold in bags of 25 and are priced as follows:

£15 per bag for class 4 vehicles (green tokens)

£50 per bag for class 5/6 vehicles (orange tokens)

Tokens will not be issued without the appropriate Token Purchase Permit.

The Concession will last for the duration of each financial year, and approaching the expiry of the passes, the customer will be sent a concession renewal form.

## TERMS AND CONDITIONS

1. Each vehicle pass must be shown in the solid front side window if available, if not it must be displayed in the windscreen on the right hand side, so it can be clearly and easily seen by the toll collector.
2. Tokens will only be accepted if the collector can see a valid vehicle pass.
3. Failure to display a valid vehicle pass will result in the appropriate toll charge being levied.
4. If the vehicle pass does not match the vehicle then the appropriate toll charge will be made.
5. The passes must not UNDER ANY CIRCUMSTANCES be deliberately damaged, defaced, altered, copied, passed, loaned, given or sold to a third party. Suspected transactions will be traced through our database and breaches of these terms and conditions could result in:-
  - a.) immediate and permanent withdrawal of this concession save where theft has been reported prior to the use of the pass (a police reference number will be required).
  - b.) the full toll being demanded from the driver of the vehicle at the time.
  - c.) possible prosecution
  - d.) an administrative charge (currently £15) will be levied for costs incurred due to misuse of the concession.

It is stressed that these conditions for use are in no way intended to inconvenience those persons to whom the concession is offered, but are an attempt to prevent abuses of the system by persons who are not entitled to it.

Loss of concession passes or permit must be reported to the Itchen Bridge Office as soon as possible. An administrative charge of £5 may be levied for the issue of a replacement pass. This does not apply for the renewal of the concession.

As Southampton City Council is governed by the Data Protection Act, all information given in this application will be treated in the strictest confidence.





## Itchen Bridge application for commercial concession

Please read the terms and conditions of the concession scheme carefully, then separate and retain the previous pages for future reference.

Please note that toll collectors **CANNOT** deal with this application.

Token purchase permits and vehicle passes (for which no charge will be made) will be issued only as described in the previous pages, after submission of this application, fully completed in all respects and sent to:-

Commercial Concessions  
Itchen Bridge Office  
Portsmouth Road, Woolston  
Southampton  
SO19 9AD

Tel: 023 8043 1040

Contact name .....

Company (if appropriate) .....

Full Postal Address .....

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Postcode ..... Telephone No .....

Registration of all vehicles to be registered:

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You should ensure that adequate postage is used for both your application to us and for the return of your permit and passes.

Please allow 10 working days for processing your application.

# DECLARATION

I have read, understand and will abide by the conditions of issue and I enclose:-

## Checklist

Fully completed application form

One first class stamp

Photocopy of V5C documents

Photocopy of registered address (company letterhead, invoice, etc.)

I certify that the information that I have supplied is correct and I agree to comply with the terms and conditions of the concession. Furthermore, I understand that any breach of these conditions will lead to sanctions as specified in those conditions of issue.

I understand that only the person(s) to whom Southampton City Council issue the permit and passes is entitled to the concession.

I confirm that I will not allow the passes to be used by any other person and I understand that contravention of the rules and conditions may result in complete withdrawal of the concession.

I undertake to inform you immediately if the permit or passes are lost or stolen or if I change my address.

**Signed**..... **Date**.....

## FOR OFFICE USE ONLY

<b>Entitlement Checked</b>		<b>Processed By</b>	
<b>Database</b>		<b>Date Processed</b>	

<b>Printed</b>		<b>Date Posted</b>	
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