

FAO: Jas Sahota
City Parking and Patrol Services
P.O.Box 1098
Southampton
SO14 7LF
Tel: 023 8083 3008



REQUEST FOR 'PAY AS YOU PARK' CARD

CARDS ARE VALID FOR USE IN EASTGATE STREET, GROSVENOR SQUARE & BEDFORD PLACE MULTI-STOREY CAR PARKS

If you wish to receive a 'Pay as You Park' card please complete the name and address section below and return the completed form to the address above marked for the attention of Jas Sahota

Your card will be sent to you by post within a few days

Name.....
Name of Company/ Organisation..... (If applicable)
Address.....
.....Post Code.....
Contact Name.....Phone
(If different from above)

Please note: Daytime charges apply in these car parks 08.00 to 18.00 Monday to Saturday and 12.00 noon to 18.00 on Sundays, Bank and Public Holidays. Overnight charges apply in these car parks from 18.00 on any day of the year to midnight. Please check pay stations for details of overnight charges. If you park when overnight charges apply the tariff applicable to your length of stay will be deducted from your card as you leave the car park.

Instructions on how to load the card once you have received it are attached to this form. Please detach these instructions retain for future reference.

FOR OFFICE USE ONLY

Card No:
Date:
Issued By:

Continued...

Fair Processing Notice



Any information provided by you to Southampton City Council will be held in accordance with the Data Protection Act 1998.

The Council's nominated representative for the purposes of the Act is Mark Heath, Solicitor to the Council. If you have any questions relating to the use of your data, please contact Mark Heath (written enquires only) at the Civic Centre, SO14 7LY.

The information you have provided will be used for the purposes of parking management within the Southampton Area including:

- Processing and administering your 'Pay as You Park' card
- Processing Penalty Charge Notices and collecting debt in relation to those Notices
- Preventing and detecting fraud in relation to 'Pay as You Park' card applications

Your information will not otherwise be shared with external third parties unless we obtain your permission to do so, or are required to do so under a legal duty.

This Council is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud.

It may also share this information with other bodies responsible for auditing or administering public funds for these purposes including the Audit Commission
As part of the National Fraud Initiative the Audit Commission requires this Council to provide specific sets of data to the Audit Commission.

For further details please look at <http://www.audit-commission.gov.uk/nfi/>

PAY AS YOU PARK CARD (20% Discount on Parking Charges)

VALID FOR USE IN: GROSVENOR SQUARE, BEDFORD PLACE & EASTGATE STREET MULTI STOREY CAR PARKS.



On Entry/Exit of the car park the proximity 'Pay as You Park' card should be presented to the reader as shown until barrier is raised.

The value remaining will be displayed and the barrier will open. On leaving the car park approach the exit barrier and proceed as above. The value of your stay will be deducted from the card.

HOW TO TOP UP THE CARD

The card has a **zero value** until **topped up**. Customers may Top Up the card at any of the pay stations in Grosvenor Square, Bedford Place and Eastgate Street multi storey car parks.

- To Top Up the card, present it to the pay station reader as shown below, Top Up the card in £10.00 increments by pressing the 'Reload higher' button.
- Payment for Topping Up the 'Pay as You Park Card' at a pay station **can only be made by credit or debit card.**



Steps to Top Up:

- Step 1: Hold the card to the proximity reader
- Step 2: Move Card away from reader
- Step 3: Press Reload Higher button to the desired Amount
- Step 4: Insert Credit/Debit Card and make payment
- Step 5: Hold the card to proximity reader to reload
- Step 6: Press receipt button.

Please Note

In the event Exit readers are not working please contact Control Room Operators, who will advise how to pay if this occurs otherwise you will be charged up to until Parking system is advised.