

**NEWARK AND SHERWOOD DISTRICT COUNCIL**  
**CAR PARK CONTRACT and SEASON TICKETS – CONDITIONS OF USE**

- Season tickets are issued for a minimum of 3 months (Quarter) or a maximum of 1 year (Annual) and are valid until the expiry date on the permit; they must be displayed on the vehicle to which they apply whilst parked in your relevant stated car park/s.
- The registration number of the vehicle to which the existing Season Tickets and all issued Contract Space hires applies; will be written on the permit issued. A maximum of two registration numbers may be put on the permit but note the item below regarding the issue of a Penalty charge notice.
- Blue Season Tickets are valid in London Road and the Balderton Gate section car parks only for existing season ticket holders only.
- Black Season Tickets are valid in Riverside Car Park only. This is to park for 7 consecutive days (MondaysSundays and also inclusive of Bank Holidays). Existing customers only. New customers have to apply by registering on [www.paybyphone.com](http://www.paybyphone.com) – Location Code 803619. Please select 7 days when purchasing.
- Green Season Tickets are also valid in Riverside Car Park only. This is to park for 5 consecutive days (Mondays -Fridays only – no Saturdays or Sundays). New customers have to apply by registering on [www.paybyphone.com](http://www.paybyphone.com) – Location Code 803619. Please select 5 days when purchasing.
- Brown Contract Space Hire Permits are available for the Contract Car Parks. (Some existing car parks do have these permits displayed – however, it is only where existing customers have express special permission from the Parking Manager).
- Please inform Parking Services at Castle House on 01636 650000 if you do not wish to renew the permit. If you intend to renew your permit, please continue displaying your current permit until you receive your new permit. If you do not intend renewing your permit then you must not use it after the expiry date on the permit.
- Penalty charge notices which are issued to vehicles not displaying their season ticket may not be cancelled if a valid season ticket that was not displayed on the vehicle at the time of inspection; is subsequently produced.
- A valid season ticket/contract permit to be displayed in the purchaser's vehicle, is defined as the originally issued permit by Parking Services and must not be photocopied or amended in any way. Replacements and/or additional permits can be obtained from Parking Services at Castle House – please phone 01636 650000.
- If a season ticket contains more than one registration it is your responsibility to ensure that it is placed in the vehicle that is being used at the time of parking, penalty charges will not be cancelled if you fail to do so.
- If you change your vehicle, please inform Parking Services on 01636 650000 and a replacement permit will be issued. The old permit must be returned or destroyed.

- If you have a courtesy car whilst your own car is out of use, please ensure that you clearly display your permit with a note/compliments slip indicating that it is a temporary vehicle and please inform Parking services on 01636 650000 also – the Civil Enforcement Team do require notification from us on this.
- ALL permits remain the property of N.S.D.C. Lost permits will be investigated, should the original permit be found at any time it must be returned to Parking Services at Castle House for cancellation.
- Any permit found to be in use after declared lost will be issued with a Penalty Charge Notice.
- Payments of the season tickets are quarterly, half yearly or annually only in association with the offer's criteria.
- Refunds will be administered upon receipt of the surrendered permits only - back to Parking Services at Castle House from the day it is received into the Council at Castle House. The non-usage remaining on the permit paid for would be calculated on the following basis of each month being taken as 30 days. (e.g. 3 months as 90 days., etc...)
- An administration charge of £20 may be applicable if you decide to transfer your permit to another car park or; may be charged at the discretion of the Parking services Manager if additional administration work is deemed necessary.
- If a Contract Space is taken by a vehicle not known to you and Parking Services, please inform the Parking services immediately of its vehicle registration on 01636 650000. Parking Services will advise you of where you can temporarily park and also inform the Civil Enforcement Team for the vehicle to be fined.
- Pelham Street Contract Space Hires, on the Pelham Street Contract Car Park only, are restricted to one Space hire permit per household.