

Ingatestone & Fryerning Community Association Car Parking Permit Scheme

Terms and conditions of application for and use of a car parking permit

The terms and conditions apply to all permits starting on or after 1st February 2022. Please refer to them when making your application and retain them for future reference.

1. Ingatestone & Fryerning Community Association ("IFCA") reserves the right to issue a Car Parking Permit ("Permit") at its sole discretion. The application and payment for a Permit will be treated as an offer and will not constitute a legally binding contract. The Permit remains the property of IFCA and it retains the right to withdraw or cancel the Permit subject to these terms and conditions of use.
2. Permit holders must use the car park in accordance with:
 - (i) the terms and conditions contained herein;
 - (ii) the regulations and relevant signs displayed within the car park.
3. A Permit is valid for the sole use of the individual, business/organisation, vehicle(s) and/or registration number(s) associated with the Permit. The Permit Holder is required to notify IFCA in writing of any changes to these details.
4. Vehicles must be parked wholly in marked spaces and in a manner that does not obstruct other car park or road users.
5. IFCA reserves the right at any time and for any period to close or suspend the car park or parking bays without providing alternative parking arrangements. Permit holders will be informed of any such closures in writing to the contact details held on file.
6. IFCA does not undertake to supervise the car park. Vehicles and their contents are parked entirely at the owners' risk and IFCA accepts no liability for any damage occurring to vehicles while a Permit is in use.
7. A Permit does not guarantee the Permit Holder a parking space within the car park and does not entitle the Permit Holder to any precedence over other car park users. Permit Holders will not be entitled to reserve any specific parking bay for their exclusive use.
8. The Permit must be displayed on the inside of the windscreen so that the information on the Permit face can be clearly read from the outside. If for any reason you are unable to correctly display your valid Permit, you must purchase a pay and display ticket. The cost of a pay and display ticket is not refundable in these circumstances. Failure to display a valid Permit may result in enforcement action.
9. A false application, improper use or defacing / amending or copying of a Permit will render the Permit invalid and may result in enforcement action. IFCA reserves the right to cancel a Permit at any time and without refund in those cases.
10. IFCA will refund Permits for the unexpired term of complete months if a Permit is surrendered before the expiry date shown on the Permit, less a £10.00 administration

fee per Permit refunded. A refund will apply only to each entire remaining calendar month of the Permit at the time IFCA is in receipt of the surrendered Permit.

11. IFCA reserves the right to cancel a Permit at any time, subject to a 14-day period of notice being given in writing to the Permit Holder. A pro-rata refund for the remaining period of the Permit will be made, unless Article 9 above applies.
12. Where a refund is to be made, the Applicant's full bank details will be required as refunds are made by Bank Transfer.
13. IFCA will replace a Permit that is lost, stolen or damaged but however, a £10.00 administration fee will apply. It is important to note that the original Permit will be cancelled and if it is recovered it should be returned to us. A pay and display ticket should be purchased during the replacement period. The cost of a pay and display ticket is not refundable in these circumstances.
14. All correspondence to the Permit Holders will be sent to the address and/or email address provided at time of application or the subsequent change of details as notified to IFCA office team. The Permit Holder is required to notify IFCA in writing of any changes to the Permit Holder's contact details, such as change of address, in order that IFCA can update its records.
15. IFCA will not send out Permit renewal letters or notices and it is the Permit Holder's responsibility to make sure they have a valid Permit on display and to apply for any Permit in good time. Failure to display a valid Permit may result in enforcement action.
16. Permit Holders wishing to leave vehicles overnight or for an extended period of time, are required to park in the spaces towards the rear of the car park. This is due to the frequent use of the front car parking area for regular blood donor sessions.
17. Parking charges are subject to review. The Permit Holder should check the current rates with IFCA before applying for a new Permit.