20 February 2023

**RALEYS CAR PARK PERMITS**

Raleys car park was originally created to support the adjacent sports facilities, Sevenoaks Town Council is also keen to use the facility to enable town workers (lower paid) to use the car park.

The car park is to be shared amongst the following users:

1)      Area for Sevenoaks Lawn Tennis Club (as per original planning permission)

2)      Permits for dedicated sports clubs.

3)      Area for drop off zone – 15 minutes.

4)      35 permits for town workers for Monday – Friday only.

5)      Other parking to be limited to 4 hours

Please find attached the application form for a parking permit for Raleys car park for the period commencing ***1st April 2023 to 31st March 2024***. A maximum of 35 permits will be issued to Sevenoaks Town workers from independent retail premises *on lower salaries* with a salary maximum of £20,972 FTE (Full Time Equivalent) who meet the following criteria.

The application form is available on the Town Council’s website:

**Criteria for Raleys Car Park Permit**

1. Applicant must be a Sevenoaks Town worker from an independent retail premises
2. Application form must be co-signed by employer confirming salary
3. Permits are car registration specific
4. Permit will be valid from 01.04.2023 to 31.03.2024
5. Parking is permitted Monday to Friday only
6. Cost of permit is £63.00 per annum
7. Applicants with greater difficulty accessing the town centre will be given priority

Please do not enclose payment with your application. Payment by BACS will be requested after applications have been reviewed.

Envelopes should be marked: APPLICATION FOR RALEYS PARKING PERMIT or returned via email to osl@sevenoakstown.gov.uk.

**Closing date for applications is 9th March 2023**

Linda Larter MBE

Chief Executive/Town Clerk

**RALEYS CAR PARK, PLYMOUTH DRIVE, SEVENOAKS – APPLICATION FORM**

Town worker from independent retail premises on lower salary application form for parking permit for Raleys car park for 12 months commencing 1st April 2023 to 31st March 2024

**Application Form to be completed by Applicant:**

Name…………………………………………………………………………………………………………………………………..

Home Address…………………………………………………………………………………………………………………….

……………………………………………………………………………………………………………………………………………

Email………………………………………………………. Tel…………………………………………………………………...

Employer…………………………………………………………………………………………………………………………….

Address………………………………………………………………………………………………………………………………

………………………………………………………………………………………………………………………………………….

Applicant’s Job Title……………………………………………………………………………………………………………

Annual Salary (**FTE**)…………………………………………………………………………………………………………….

Make of Vehicle…………………………………………………………………………………………………………………

Registration No………………………………………………………………………………………………………………….

Signed: ………………………………………………………………………………………………………………………………

Dated: ……………………………………………………………………………………………………………………………….

**Declaration to be completed by Employer**

Employer’s Name……………………………………………………Job Title……………………………………………

Company Name…………………………………………………………………………………………………………………

Address…………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………………

I understand that the person listed below is applying for a registration specific Parking Permit for Raleys car park Mon-Fri commencing 1st April 2023 to 31st March 2024 and confirm their annual salary is the amount listed below.

Name of Applicant……………………………………………………………………………………………………………..

Job Title………………………………………………Annual Salary £…………………………………(**Full time equivalent**)

Signed………………………………………………………………………………………………………………………………..

Date………………………………………………………………………………………………………………