

Guidance Notes - Season Tickets for Herefordshire Council Car Parks

Application Form

1. To avoid any delay in processing your application please ensure that all sections of the application form are completed in full.
2. Season Tickets are available for the following car parks (where a Season Ticket indicates more than one car park it is valid on either) –

Hereford	Annual cost	Quarterly cost
Bath Street & Venns Close	£520.00	£145.00
Bus Station & Union Walk	£520.00	£145.00
Garrick Multi-Storey	£520.00	£145.00
Greyfriars	£520.00	£145.00
Merton Meadow	£175.00	£50.00
St Martin's	£520.00	£145.00
Wye Street	£520.00	£145.00
Bromyard		
Tenbury Road	£175.00	£50.00
Kington		
Mill Street	£175.00	£50.00
Ledbury		
Bye Street & Lawnside Road	£230.00	£65.00
Leominster		
Broad Street	£120.00	£35.00
Dishley Street	£230.00	£65.00
Ross-on-Wye		
Edde Cross Street	£345.00	£95.00

Homs Road	£120.00	£35.00
Kings Acre	£170.00	£50.00
Kyrle Street	£170.00	£50.00
Red Meadow	£345.00	£95.00

3. Please return your completed application form:

By post to: Revenue Services, Herefordshire Council, P.O. Box 224, Hereford, HR1 2XW

By e-mail to: invoices@herefordshire.gov.uk

By hand to: any Customer Service Centre –

- The Hereford Centre, Franklin House, 4 Commercial Road, Hereford, HR1 2BB
 - The Bromyard Centre, 1 Cruxwell Street, Bromyard, HR7 4EB
 - The Kington Centre, 64 Bridge Street, Kington, HR5 3DJ
 - Ledbury Customer Service Centre, The Master's House, High Street, Ledbury, HR8 1EA
 - Leominster Customer Service Centre, 11 Corn Square, Leominster, HR6 8YP
 - Customer Service Centre, Ross Library, Cantilupe Road, Ross-on-Wye, HR9 7AN
4. **Payment** – If you return your application form by post or e-mail do not send payment. An invoice will be issued and your Season Ticket sent to you when payment is received. If you take your application form to a Customer Service Centre payment can be made at the time by cash, cheque, debit or credit card. Your application will then be processed and your Season Ticket sent to you by post.
5. **Renewals** – To save you having to complete a new application, approximately three weeks before the expiry of your Season Ticket an invoice will be issued for the renewal fee which will need to be paid in time to receive the new Season Ticket prior to the expiry of the old one. Should you not wish to renew then no further action will be required.

Conditions of Use of Season Ticket

1. A Season Ticket is only valid in the Car Park(s) specified on the disc.
2. The Season Ticket must be displayed face up in a conspicuous position in the vehicle when the vehicle is parked in the car park to which the disc relates.
3. The purchase of a Season Ticket does not guarantee a space.
4. The council, its officers and employees accept no liability for any loss or damage to the vehicle, its contents or accessories, and the vehicle is parked entirely at the owner's risk.
5. The council may withdraw a valid Season Ticket at any time by notifying the holder of the same in writing of such withdrawal and making an appropriate pro rata refund minus any administration fee.
6. A Season Ticket remains the property of the council and shall be surrendered on request to the council and in such circumstances the council at its discretion may make a pro rata refund.
7. The cost of a Season Ticket may be refunded, pro rata, at the council's discretion minus any administration fee.