



**CONTRACT PARKING PERMIT**  
**TALKIN TARN – ANNUAL CHARGE £30.00**

**(2011/2012)**

**PAYMENT DETAILS**

Please return your completed application form along with your full annual payment at least 5 working days before the permit is due to start to Parking Services, Civic Centre, Carlisle, CA3 8QG. If the permit is not received 5 working days before the permit is due to start we cannot guarantee you will receive your permit in time.

Payment may be made by cheque/postal order made payable to 'Carlisle City Council' or alternatively if you wish to pay by credit/debit card please telephone Parking Services on (01228) 817200 Monday to Friday between 9.30am – 4.00pm.

The permit will be issued stating the specified Registration Number(s), Long Stay Car Park and Expiry Date. You will receive a receipted invoice a few days later.

**GUIDELINES**

1. Permits are issued for a 12 month period from the date of application
2. The permit must be clearly displayed in the windscreen of the vehicle so that the Civil Enforcement Officers can validate the permit. Failure to do so may result in the issue of a Penalty Charge Notice.
3. Change of vehicle registration number – please return your permit by post to Parking Services, Civic Centre, Carlisle, CA3 8QG or in person to the Customer Contact Centre, Civic Centre, Carlisle, CA3 8QG with details of the amendments to be made. A replacement permit will then be issued.
4. Reminders regarding the renewal of an expired permit **will not** be issued.

**CANCELLATION OF PERMITS**

**If you wish to cancel your permit:**

**You must return the permit** by post to Parking Services, Civic Centre, Carlisle, CA3 8QG or in person to the Customer Contact Centre, Civic Centre, Carlisle, CA3 8QG.

**A refund of monies paid will only be made from the end of the month in which the permit is registered as received by the Council.**

**Please return completed application form to:** Parking Services  
Civic Centre  
Carlisle  
CA3 8QG

**PLEASE DO NOT SEND CASH THROUGH THE POST**