

# Stevenage Borough Council

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## RE: STAFF CAR PARK SEASON TICKETS – Staff

If a new member of your staff requires a car park season ticket, please complete the information below and return the form to Facilities Team.

The staff member is on payroll and works for SBC

Permanent / Temporary  
(Please indicate as appropriate.)

I certify that \_\_\_\_\_ Is employed in the Members' Services Department

Job Title Councillor Post number \_\_\_\_\_

and should be issued with a car park season ticket with effect from 11 May 2022 to ongoing

The Cost of the ticket should be charged to SM110 362100 (Cost centre)

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_  
**Section Head/Manager**

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## TO BE COMPLETED BY THE EMPLOYEE

Name \_\_\_\_\_

I certify that:

A. I work at \_\_\_\_\_ (Location), use my car to travel to work and require a season ticket for parking in the Town Centre.

B. I work at \_\_\_\_\_ (Location), use my car to make official visits to Daneshill house and require a season ticket for parking in the Town Centre.

I accept that this car park season ticket is to be used for work purposes only and may be withdrawn if found to be misused.

I accept that this ticket may be withdrawn at any time at the discretion of the Strategic Management Board where it considers the issue of the tickets is no longer justified, subject to consultation with the appropriate employee representatives.

There will be a **£5.00** charge for the replacement of lost tickets.

Tickets remain the property of SBC and must be returned when you leave (a **£ 5.00** charge may be made to cover the cost of replacement)

Signed \_\_\_\_\_ Date \_\_\_\_\_ Ticket no \_\_\_\_\_