

Schedule "B" – Sample Permit Agreement



CITY OF KINGSTON Monthly Parking Permit Application

****Please print clearly and complete all fields*:***

*Last Name:		*First Name:	
*Home Address:			
*City/Province:			*Postal Code:
*Phone #1 (Home):			
*Phone #2 (Work):			
*Email address:			
*Plate # 1:	*Plate # 2:	*Plate # 3:	
*Make:	*Make:	*Make:	
*Province:	*Province:	*Province:	
For Office use Only			
Acct #:		Acct Type:	
		Individual	
Permit Type (Lot):			
Permit #:		Expiry Date :	
		/ /	
Issue Date:		Amount: \$	
/ /			
Authorization:		Payment Type:	
Deposit Paid:		Dep. Payment Type:	
Notes:			

***Please sign and date Terms & Conditions on reverse**

City of Kingston – Terms and Conditions for Parking Permit Holders

1. The City of Kingston is not responsible for loss or damage to vehicle or contents. Please LOCK vehicle at all times.
2. All plates registered to valid permits must not have outstanding fines/fees. Any outstanding fines/fees must be paid in order to register a plate to a permit, update, and purchase and/or renew a parking permit.
3. The permit is issued to the applicant and is not transferable, and may not be re-sold. Only one municipal parking permit is permitted per person.
4. Permit is limited to passenger vehicles as per Parking By-law 2010-128.
5. Parking is on a space available basis. There are no reserved parking spaces.
6. The permit holder may be required to use alternate facilities due to maintenance, repairs or other planned or unforeseen circumstance.
7. Vehicles found in violation of any parking by-law may be ticketed and/or towed. All vehicles must be parked within designated parking spaces.
8. One permit will be provided with a maximum of three license plates registered. Any revisions to licence plates must be done by permit holder in writing or in person. Only one vehicle is allowed to park at any one time using the permit.
9. A \$10 refundable deposit is required for permit issuance. Should a permit be lost, stolen or returned unusable, the applicant shall forfeit the deposit and pay a deposit for the replacement.
10. Where applicable, one window sleeve is provided at no charge. Additional sleeves are \$2.00 each.
11. Permits may be cancelled at any time by returning the permit tag. Permit must be cancelled prior to the first day of the month. There are no partial refunds. Advance payment refunds will not be made if there are outstanding parking fines for any vehicle listed on the permit.
12. Permits are due for renewal by 11:59 p.m. on the last day of the month. If not renewed by this deadline, the permit will expire and may be cancelled. Payment must be kept current and months may not be skipped. Vehicles parked with an invalid permit shall be considered to be parked in violation.
13. The City of Kingston reserves the right to cease parking privileges and may temporarily close the lot without notice.
14. If your vehicle is not moved for 24 hours (By-Law 2010-128), you must notify Parking Operations at (613) 546-0000. Without notification, vehicle may be towed.

I _____ agree to the above terms and conditions.
(Print name)

Signature

Date

Permit No.

Lot

About your privacy:

City of Kingston's Privacy Statement: "Personal information, as identified by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), including name, address, telephone number and electronic email address, is collected under the authority of the Municipal Act, 2001, and in accordance with MFIPPA and all other legislation. **Your personal information will only be used for parking permit registration and to contact you.** Questions regarding the collection, use and disclosure of this personal information may be directed to the Corporate Records and Information Officer, City Clerk's Department, 216 Ontario Street, Kingston, Ontario, K7L 2Z3"

From time to time, the Transportation Services Department may conduct market research about our services. Please indicate below if you would like to be included in this market research.

☐ Yes, I would like to be contacted by email. ☐ No, I do not wish to be contacted.

Would you like to receive any **information** about **Transportation Services** as it becomes available?

☐ Yes, I would like to be contacted by email with transportation/parking information.

☐ No, I do not wish to be contacted with transportation/parking information