



Technical Services

www.tmbc.gov.uk

Parking.office@tmbc.gov.uk

Dear Parent/Guardian,

A Slade School permit is a free permit which is valid in the Lower Castle Fields car parks (including the overspill car park) during term time.

When a permit is issued, it is valid for one academic year.

You cannot renew a Slade School permit. A new permit application is required if you require a permit for the following academic year.

Slade School permits are valid for:

- a maximum of 15 minutes free parking before the official school start time and 15 minutes after that time (8.30 am – 9.00 am), effectively a maximum stay of 30 minutes;
- the same arrangement exists at the end of the day, but for a maximum period of 35 minutes further to the staggered end of day times (3.05 pm – 3.40 pm).

Vehicles logged as staying beyond the maximum stay, or parked outside of these given times, are liable for a Penalty Charge Notice unless a valid pay and display ticket is left clearly on display, or payment has been made for parking via RingGo.

Important note: Slade permits are not valid for use in the Upper Castle Field car park.

If you would like to apply for a Slade School permit for the academic year 2023/2024, please follow the instructions below.

- 1) Please note that by making a permit application you are agreeing to abide by our *terms & conditions* which can be viewed on our website via the following link:

<https://www.tmbc.gov.uk/parking-transport/apply-parking-permit/7>

- 2) Should you wish to refer to our Privacy Notice, you can view this via the following link:

[Parking services privacy notice – Tonbridge and Malling Borough Council \(tmbc.gov.uk\)](#)

- 3) Please note that by making a Slade School permit application, you are agreeing to *data sharing* between TMBC and the Slade School; this is required because only parents or guardians of children at the school for the academic year 2023/24 are eligible for a Slade School permit, so your eligibility must be confirmed by the school.

- 4) Please create a “permit account” (if you have not already done so) or log into your existing permit account via the following link:

[Log in to your account](#)

If you are making your first application and you live in a permit zone within Tonbridge & Malling, you must create a “resident permit account”.

If you live elsewhere within Tonbridge & Malling or outside of this Borough, please create a “non-resident permit account”.

You may wish to save the permit account log in screen to your “favourites” for future use.

- 5) No supporting documentation needs to be uploaded to obtain the permit. In the Permit Category field, select “School Permits”. If you select this the Permit Type field should default to “Slade School Parking Permit” and the Car Park field should default to “Lower Castle Field Car park”.
- 6) If you wish to apply for a permit for the school year 2023 to 2024, please ensure you amend the start date you require in the “start date” field or it may default to the 2022 to 2023 academic year date if you submit a permit application prior to the end of this academic year.
- 7) We will only issue the permit once we have received confirmation from the Slade School confirming your eligibility for the permit. You will then receive an email from our automated system confirming your permit details. Please note physical permits are not issued; our permits are virtual, linked to the vehicle registration you input on the permit application.

Submitting a permit application does not constitute having a valid permit, so you must pay for your parking in the car park if you leave your vehicle unattended there before you receive confirmation your valid permit has been issued.

Our permit software is vehicle registration specific and if you change your vehicle, you must remember to change the vehicle linked to the permit via your permit account before leaving your vehicle unattended in the car park or you risk receiving and being responsible for paying a Penalty Charge Notice.

If you have any further queries about the permit application process, please do not hesitate to contact us by emailing parking.office@tmbc.gov.uk or by phoning us on 01732 876034.

Regards,

Parking Team
Tonbridge & Malling Borough Council

