



**APPLICATION FORM FOR KEY FOB AND CAR PARKING PERMIT  
HALTON MILL, MILL LANE, HALTON, LA2 6ND  
COST £10 (£5 Refundable on return of key fob)**

**Please Note:** The **parking pass** is for the vehicle you are registering, and due to the length of the spaces, excludes long wheelbase vehicles. The **key fob** is for your personal use. For security reasons it should not be given to anyone else. If the key fob is no longer needed by you then you can return it and receive a £5 refund, alternatively, it may be deactivated.

First Name:	Last Name:
Address:	
Email Address:	Tel No.:
Car Registration number(s):	
Are you a current member of British Canoeing?	If Yes please state your number
Are you a current member of a Canoe Club?	If Yes, Club Name:
Are you a commercial user?	If Yes, Business Name:
Are you an educational user?	If Yes, Establishment Name:

**Disclaimer:** All vehicles and property are left on site at the owners' risk. Neither Lancaster Cohousing, Green Elephant nor British Canoeing can be held responsible for any loss or damage.

This permit is not a guarantee of a car parking space. Spaces will be taken on a first come first served basis on the day. Please display your parking permit in your vehicle. Please do not park in the spaces reserved for Halton Mill tenants or visitors, or in the spaces reserved for Lancaster Cohousing residents or visitors.

I have read and retained a copy of the site policies and agree to adhere to them.

Signed ..... [*\*if sent as an attachment, please type your name in this space*].

Please return this form together with your cheque for £10.00 (payable to **British Canoeing North West**) to Pat Green, 9 The Drive, Fulwood, Preston PR2 8FF or email the form as an attachment to [haltonrapids@britishcanoeing.org.uk](mailto:haltonrapids@britishcanoeing.org.uk) and make an electronic bank transfer of £10.00 to British Canoeing North West, Sort Code **60-40-08** Account No. **32461968**.

**IMPORTANT:** Please put your first and last name as reference when making the electronic bank transfer

**EVERYONE** using the facilities will need to sign in and out (book will be kept in the changing rooms). This is a safety requirement.

Halton Mill is a low carbon workspace with a community feel, managed on a non-profit basis by Green Elephant Cooperative Limited, which leases the premises from Lancaster Cohousing. We are very pleased to partner with British Canoeing to welcome canoeists using the river locally.

On receipt of the appropriate form and fee, we have supplied key fobs so that you can use the showers and toilets on the ground floor at the west end of the Mill, and parking permits so you can use the six designated parking places adjacent to the Mill and clearly marked as British Canoeing spaces. Please do not park on the spaces reserved for Mill tenants and visitors or Lancaster Cohousing tenants and visitors.

Please remember that the Mill is a working environment used by many different individuals and groups throughout the week and at weekends. You are asked to respect other users and remember that some may be working when you are enjoying yourselves.

Please keep the external doors to the Mill locked after 5.30 p.m. and at weekends.

If you lose your key fob or parking permit, £5 will be payable for a replacement. All vehicles and property are left on site at the owner's risk, whether inside or outside the Mill building: Neither Lancaster Cohousing, Green Elephant nor British Canoeing can be held responsible for any loss or damage.

For further information, if you have any questions, or to report a lost or stolen key fob or parking permit: please call Green Elephant on 07582 789406 email [greenelephantcooperative@gmail.com](mailto:greenelephantcooperative@gmail.com)

**Lancaster Cohousing Website:** <http://www.lancastercohousing.org.uk>

**Address:** Halton Mill, Mill Lane, Halton, LA2 6ND.