



**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) Last updated 7th June 2021**

Your Data: The details you provide on this form will be stored by British Canoeing Halton Management Team. Your name and Key fob number and email address will be stored by the Green Elephant Management Team that run Halton Mill. **Your personal details will be deleted if you return your key fob.** When using the key fob to enter the building the time and date will be saved against your name and key fob number. This is for security, and if required the time/date of entry will be passed onto NHS Track & Trace.

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 if you do not respond to an annual request by the Halton Development Team for you to confirm the details we are holding are correct.

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.

Date: Signed *if you cannot print sign and return sent as an attachment, please type your name in the Signed Space. Email the completed form to Pat Green haltonrapids@britishcanoeing.org.uk Please make an electronic bank transfer of £10.00 to British Canoeing Sort code 20-63-33 Account No. 93316157 entering your first and last name as reference.

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 deposit, 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. When using the showers and toilets, could you please leave them in a good state.

If you no longer need the key fob, please can you return it – you will receive a £5 refund.

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, £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.

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

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