

APPLICATION FOR A LOCAL SUBSCRIPTION FOR P1 CAR PARK SCHAERBEEK*

The municipality of Schaerbeek, parking.brussels and SNCB are joining forces to provide local residents with 24/7 subscriptions to the P1 Schaerbeek car park located at Avenue Monplaisir (*entrance opposite no.107*), B-1030 Schaerbeek.

(Also available at <https://parking.brussels/fr/parksharing>)

Applicant's details

Surname, first name: National Register no.:
Address: Telephone (mobile):
..... Email:

Vehicle data

Registration: In the name of:

Documents to be attached to the application

By default: double-sided copies of identity card and vehicle registration certificate (vehicle section)

Additional document(s) as appropriate:

- For a vehicle in the name of a third party:** copy of the insurance policy on which the applicant is listed as the main driver of the vehicle
- For a vehicle in the name of a legal entity (company vehicle):** certificate from the company stating that the applicant is the sole user (certificate issued by the social secretariat). If the applicant is the manager of the company, a copy of the company's articles of association.
- For a leased or rented vehicle:** copy of the leasing/rental contract mentioning the name of the applicant.

The applicant declares on their honour that the above information is correct and undertakes to report any changes.

Your preference for receiving the badge

- Head office (Rue de l'Hôpital 31, B-1000 Brussels, from 8.30am to 1pm from Monday to Friday).
- At the Schaerbeek branch (Pl. Colignon 12, times:
 - Monday: 8.30am - 12.30pm
 - Tuesday: 8.30am - 12.30pm, 2pm - 4.30pm
 - Wednesday: 8.30am - 12.30pm
 - Thursday: 2pm - 7pm
 - Friday: 8.30am - 12.30pm

*This form should be sent by email (myparking@parking.brussels) with the supporting documents (for paper copies)

General Terms and Conditions of Use

Subscription condition:

- live within 700 metres of the car park entrance

If the applicant does not qualify for a subscription or if the car park is full, the application will be refused.

If any information is missing, the applicant's file will be considered incomplete and the application will be put on hold. The applicant will have a period of five calendar days from the sending of the email notifying them of the incomplete nature of the file to provide the missing data or documents. After this period, if the data is not provided, the application will be automatically cancelled and the place assigned to the next client on the waiting list. Any change in the data relating to the use of a subscription (change of address, replacement vehicle) must be reported immediately to the Agency by email.

All communications are exclusively by email.

If there is an event requiring the occupation of all or part of the car park, the subscriber may be asked to remove their vehicle from the car park. parking.brussels undertakes to inform the subscriber of such an event at least three weeks before the event. Subscribers' vehicles may be removed in the event of force majeure, particularly for safety reasons or if the vehicle has been abandoned.

By using our services, the subscriber unreservedly accepts these terms and conditions of use and undertakes to respect the car park's internal regulations.

The Parking Agency reserves the right to refuse a subscription application if the applicant provides inaccurate or incomplete information. In addition, the Agency may immediately cancel a valid subscription if false information is subsequently found. The subscriber will not be entitled to any refund.

Depending on the progress of the works and the expiry of the subscriber's subscription, the municipality reserves the right not to renew the subscription in order to allocate these places to the residents most impacted by the works.

Parking Agency personal will process the personal data provided in compliance with the conditions of the Privacy Act.

For the rest, the privacy policy followed by the Agency is available on the Agency's website: <https://parking.brussels/fr/politique-de-confidentialite>.

Payment

We will send you the payment modalities once your file has been validated.

Once parking.brussels has received this information, an invitation to make the payment by bank transfer is sent by email. The applicant has 5 calendar days to make the payment. After this period, and in the absence of payment, the application will be automatically cancelled and the place assigned to the next client on the waiting list.

The price is €150 incl. VAT per quarter.

A deposit of €12.50 incl. VAT is also required for the badge and will be refunded on its return.

Quarterly subscriptions are not refundable.

The subscriber is notified by email when their subscription expires. The subscriber can extend the validity of their subscription by making their payment by bank transfer in accordance with the letter that will be attached.

There is no need to return the form or vehicle documents for a renewal.

If the payment is not made within 5 calendar days, parking.brussels will consider that the subscriber does not wish to extend their subscription and they will no longer have access to the car park (the badge will be deactivated). They

will have two months from the day the notification email is sent to return their badge. After this period, parking.brussels reserves the right to retain the full amount of the deposit.

Contact

PARKING.BRUSSELS

**Brussels Regional Parking Agency
Customer Service**

Northeast Branch

Place Colignon 12, B-1030 Schaerbeek

Open Monday to Friday from 8.30am to 12.30pm except Thursdays; Tuesdays from 2 to 4.30pm; Thursdays from 2 to 7pm.

Mail and deposit - Agency Headquarters

Rue de l'Hôpital 31, B-1000 Brussels

Open Monday to Friday from 8 am to 8pm

Telephone: 0800 35 678 (freephone)

Email: myparking@parking.brussels

Date:

Signature.....