



**NORTHAM TOWN COUNCIL**  
**TOWN HALL, WINDMILL LANE**  
**NORTHAM, EX39 1BY**  
 Town Clerk: Mrs Jane Mills MILCM  
 Telephone: 01237 474976  
 e-mail townclerk@northamtowncouncil.gov.uk

Office Use Only

## Manor Pass Application Form

PLEASE USE CAPITALS THROUGHOUT

<b>NAME</b>	
<b>ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>VEHICLE REGISTRATION (<i>ONE ONLY</i>)</b>	

Being an inhabitant (permanent resident) of the Ancient Manor of Northam, I apply to be issued with a Manor Pass to enable me to take the above vehicle onto Northam Burrows during 2018. I have also read and agree with the conditions below and understand that should I not comply with them my pass may be withdrawn.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**You must include ALL of the following items;**

- A copy of your 2018/19 Council Tax Demand
- A copy of your Driving Licence
- A stamped self-addressed envelope

**AND one of the following;**

- A cheque or postal order for £12 made payable to Northam Town Council

**OR**

- A completed card payment form

When completed, please return your application to the address above. Please **DO NOT** send cash or original documents. You are responsible for the return postage for your pass and documents. Northam Town Council is not responsible for items that are lost in the post or any charges made for underpaid or missing postage. Manor Passes will only be issued through the post.

*Tear off here and keep conditions for your record*

**CONDITIONS**

1. Manor Passes are only issued to inhabitants (permanent residents) living within the Ancient Manor of Northam. Passes are limited to **one per household**. For the avoidance of doubt, the term household shall be construed as persons living at the same address regardless of differing surnames or relationships.
2. Passes must be displayed in the windscreen and drivers must stop at the entrance, when manned, in order that the pass may be verified with the vehicle.
3. By using your pass to enter Northam Burrows, you agree to the Park Rules and Bye-Laws. These are available to view on our website.
4. Duplicate Passes will only be issued on surrender of the original Pass.
5. Non-compliance with any of these conditions will lead to your pass being withdrawn.

Please allow up to 3 weeks for the processing of your application.  
 All efforts will be made to process applications as quickly as possible.



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# Card Payment Authorisation Form

Sign and complete this form to authorise Northam Town Council to make a onetime debit charge to your card listed below.

By signing this form, you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only and does not provide authorisation for any additional unrelated debits or credits to your account.

<b>Name</b>		<b>Billing Address including Postcode</b>	
<b>Telephone</b>			
<b>Details of payment</b>	<b>Manor Pass</b>		
<b>Amount</b>	<b>£12.00</b>		
<b>E-mail address</b>			

<b>Card Number</b>			
<b>Name as it appears on the card</b>			
<b>Valid from Date</b>	/	<b>Expiry Date</b>	/
<b>Security Code</b> <i>(3-digit number on the back of the card)</i>		<b>Card Type</b> <i>(e.g. Visa/MasterCard)</i>	
<b>Issue Number</b> <i>(if applicable)</i>			

Signature \_\_\_\_\_

Date \_\_\_\_\_

When completed, please send back to the address above with your completed application form. Please note that forms received by e-mail will not be accepted. Northam Town Council are not responsible for the security of any details on this form. A receipt will be sent to you by e-mail, text or post.

Please allow up to 3 weeks for the processing of your application.  
All efforts will be made to process applications as quickly as possible.