



# Department for Transport

XX

British Parking Association  
Chelsea House, 8-14 The Broadway,  
Haywards Heath,  
West Sussex RH19 3AH  
[XX@britishparking.co.uk](mailto:XX@britishparking.co.uk)

Dear XX,

XX

Department for Transport  
Great Minster House  
33 Horseferry Road  
London  
SW1P 4DR  
Direct Line: 07979 674706

Email : [XX@dft.gov.uk](mailto:XX@dft.gov.uk)  
Web Site: [www.dft.gov.uk](http://www.dft.gov.uk)

Ref: TRST3062

15 October 2024

## **TRST3062: Secondments to work for the Department in the post of National Parking Platform – Customer & Communications Lead and Customer Manager.**

On behalf of the Secretary of State for Transport, I can confirm this letter formalises the secondment agreement between the Department and the British Parking Association. Those signed agreements are embedded in this letter.

For admin purposes the official start date of this contract was **4 June 2024** and will finish on **3 March 2025**. The maximum price for the Contract is **£78,000.00** exclusive of Value Added Tax. This value cannot be exceeded without written approval from the commercial team.

The contract manager is XX, [XX@dft.gov.uk](mailto:XX@dft.gov.uk).

You will be issued with a Purchase Order (PO) to use on all invoices, and these must be submitted directly to:

***SSa.invoice@Ubusinessservices.co.uk***  
***Unity Business Services (UBS),***  
***5 Sandringham Park,***  
***Swansea***  
***SA7 0EA***

Invoices received without the correct PO number will be returned to you and will delay receipt of payment.

Yours sincerely



20240227 JA



20240229 MBT

SIGNATURE Agreement signed by Agreement signed by

XX, Commercial Relationship Management Lead  
**by authority of the Secretary of State for Transport**