



Please write your scheme initial in this box e.g. BA for Bower Ashton

Residents' Parking Scheme

Application form for Landlords/Property Owners requiring permits to service their properties

Please complete all sections of this form. Your application and the issue of your permits may be delayed if the form is incorrectly or partially completed or if the relevant confirmation is not supplied.

Section A: Your contact details

Name:

Address:

.....

.....

Post Code:

Phone:

Email:

Section B: Address of each property you need a permit for (continue on separate sheet if necessary)

Address 1:

.....

Post Code:

Address 2:

.....

Post Code:

Address 3:

.....

Post Code:

Address 4:

.....

Post Code:

Section B continued

Address 5:
.....

Post Code:

Address 6:
.....

Post Code:

Address 7:
.....

Post Code:

Address 8:
.....

Post Code:

Address 9:
.....

Post Code:

Address 10:
.....

Post Code:

Please mark **X** in the box to consent to us using the Council Tax database to check that you are the owner of these properties

Section C: Vehicle details

Landlord permits are intended for specific operational vehicles that are insured for business use.

You can apply for **one** business permit at an annual cost of £355 for every **10** properties you own. (There is a maximum of 10 permits for 100 properties. Please contact us if you need more than one permit for more than 10 properties). Each permit can carry two registration numbers.

Vehicle registration number/s:.....

Please provide one of the following:

- a copy of the vehicle registration document/s (V5C) naming you or your company as the keeper of the vehicle/s,
- a copy of the lease naming you or your company as the keeper, or
- a copy of the vehicle registration document/s and vehicle insurance document showing that the vehicle is insured for business use **and** a letter on company headed paper confirming that the vehicle is used solely for business use.

Section D: Payment

Please choose one of the following methods of payment:

- Online at www.bristol.gov.uk/pay
- Cheque or postal order. Please send this with your application form. Cheques and postal orders should be made payable to Bristol City Council. Please remember to write your name and address on the back of the cheque
- Pay in instalments (please pay your first instalment in one of the ways shown above)

If you pay by quarterly instalment we will send you a permit that lasts for three months and will send you a new permit for the following quarter on receipt of your next payment. Please contact Parking Services for quarterly permit prices.

Section E: Declaration

- I declare that, to the best of my knowledge, all the information I have provided is correct
- I hereby certify that the address(es) shown in Section B are owned or managed by me
- I undertake to surrender the permit if I sell or pass on the ownership or responsibility of the properties shown in Section B
- I understand that I must promptly inform Bristol City Council of any other changes that may affect the entitlement to a permit
- The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see www.bristol.gov.uk/nfi or contact the Permits Team on 0117 922 2600.

Please print your name:

Signature:

Date:

If you would like to know more about how, why or when we might share your information, or to receive a copy of the information we hold that relates to you, please see section H below.

Section F: Before you return the form to us please check that you have:

- 1 Ticked the box in **Section B** to allow us to check our Council Tax records **or** provided an alternative means of confirming ownership of your properties
- 2 Enclosed a copy of document(s) requested at **Section C**
- 3 Made payment at **Section D**
- 4 Signed the declaration at **Section E**

Section G: What do I do now?

Once you have completed this form, please upload it along with copies of any supporting evidence at www.bristol.gov.uk/rpsdocuments once there please follow the on screen instructions or post the completed form and supporting documents to: Bristol City Council - Parking Permits, PO Box 3399, Bristol, BS1 9NE.

Section H: Privacy

If you would like more information about how we collect and use your data please read our Privacy Policy online at <https://www.bristol.gov.uk/rpsprivacynotice> or contact: Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, PO Box 3399, Bristol, BS1 9NE or email: dataprotection@bristol.gov.uk

Translations and other formats

If you would like this information in another language, Braille, audio tape, easy English, BSL video or CD rom or plain text, please contact: parking.permits@bristol.gov.uk or call us on 0117 922 2600