



Residents Parking Scheme

Application form for replacing a lost or stolen parking permit

Section A: Permit details

Name/Business:

Home/business address:

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Post Code:

Phone number:

Email address:

Permit type:

Permit number (if known):

Section B: Lost or stolen permit:

If your original permit has been lost, please visit www.reportmyloss.com and submit a loss report. Once submitted you will receive a Loss Report Reference Number (LRRN). Report My Loss charge a small fee for this service.

If your original permit has been stolen, please report this to the police who, if they accept an offence has taken place, will provide you with a Crime Reference Number. Please note that this is not an Incident Reference Number (IRN). An IRN is not an acceptable confirmation that a permit has been stolen.

Please provide your Loss Report Reference Number or Crime Reference Number below:

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Section C: Declaration

- I declare that, to the best of my knowledge, the information I have provided is correct.
- I hereby certify that the address shown in Section A is my usual place of abode/registered address for my business.
- I undertake to surrender my residents' permit if I cease to reside at the above address shown in Section A, or cease to keep or use the vehicle(s) that carry the registration number(s) shown on my permit.
- I understand that I must promptly inform Bristol City Council of any changes that may affect my entitlement to a residents' 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:

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Your signature:

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Date:

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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 write to Parking Permits (100TS), Bristol City Council, PO Box 3399, Bristol, BS1 9NE

Section D: Make your payment

It is important that you pay for before submitting this form. Failure to do so will cause a delay to your application.

Online at <https://www.bristol.gov.uk/pay> your reference number is your permit number. If you do not know your permit number, please contact parking.permits@bristol.gov.uk who will provide you with a reference number

Cheque or Postal Order made out to Bristol City Council. Please write your name, address and Unique Property Reference Number on the back.

Section E: How to submit your application:

Please print this form and sent it to:

Parking Permits, Bristol City Council, PO Box 3399, Bristol, BS1 9NE

We aim to process all applications within 15 working days of receipt of a fully complete application.

If you are unable to supply all of your supporting information at this stage you can still submit your application and then provide the information when possible by visiting <https://www.bristol.gov.uk/rpsdocuments>

If you submit an application without all of the supporting documents we will register the application and send an email informing you of what we require to issue the permit. Your application will be kept on file for 28 days from the date of the email.

Section F: 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 us at the following web page: <https://www.bristol.gov.uk/contactrps>

Section G: 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