



Please write your scheme initial in this box e.g. RD for Redland

RD

Residents' Parking Scheme

Application form for Allotment Permit

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: Details of your Allotment

Kersteman Road Allotments

Cranbrook Road Allotments

Redland Green Allotments

Name of the holder of the Tenancy:

Address/Location of Allotment:

.....

.....

Post Code:

Please provide a copy of one of the following in the name of above:

- Copy of your Allotment Tenancy or
- copy of most recent annual invoice (must be dated within last 12 months)

Section C: Vehicle details

Up to two vehicles can be registered to the permit, one of which must be registered to the allotment tenant.

Vehicle registration number 1:

Vehicle registration number 2:

Please provide a copy of the following for each vehicle:

- a copy of page two of the vehicle registration document (V5C) naming the allotment tenant as the keeper of the vehicle;

Section D: Cost and Payment

You can apply for One Allotment permit at an annual cost of £56.

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
- Cash at a Citizen Service Point, details at www.bristol.gov.uk/csp
- 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 I am the holder the Allotment Tenancy shown in Section B and that the permit will only be used whilst being present at this Allotment;
- I undertake to surrender the permit if I sell or pass on the ownership or responsibility of the Allotment 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 : Enclosed a copy of document(s) requested at **Section B and C**
- 2 : Made payment at **Section D**
- 3 : 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.

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

Bristol City Council - Privacy Statement

What we do with your personal data

Your privacy is important to us and we take great care to protect it.

We collect your personal details when you fill in a form, write a letter or send an email to us.

When you give us your information we will:

1. Use your details to provide other council services when you need them and combine them into one single record containing your basic details and information about your transactions. This will help you because you won't have to repeat the same basic information each time you contact the council. It also helps us to deal with your requests more quickly and tailor our services to meet your needs, by sharing your basic details within the Council. If you wish to opt out of the sharing of your basic details for this purpose, please contact the Data Protection/Freedom of Information Team at foi@bristol.gov.uk or by writing to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol, BS1 5TR.

2. When we use authorised contractors or partner agencies (for example other councils or organisations) to deliver a service you have requested we will give them your details. These contractors and organisations use the same security standards as the council and we will only pass them your details with your permission and only when you need a service that they provide on our behalf. They are not allowed to share your details with anyone else for any other purpose.

3. Give your data to the Audit Commission and other bodies so they can use it to match against computer records held by other public bodies. This data is usually your personal information. Data matching allows them to spot potentially fraudulent claims and payments. For more information about this please visit <http://www.bristol.gov.uk/page/council-and-democracy/audit-commission-national-fraud-initiative-nfi-and-other-data-matching>

We may also share your information without asking you if:

- the law says we must,
- there is a risk of serious harm or threat to life.

We will always ask you before we use it for any other reason and would only use it for marketing purposes with your prior consent.

To help answer any questions you may have about how we handle your information we have created a Frequently Asked Questions sheet which can be accessed via the privacy pages on our website www.bristol.gov.uk/page/council-and-democracy/privacy-statement-what-we-do-your-personal-data.

How to see the information we hold about you:

Under the Data Protection Act 1998, you can ask us for the following information:

- clarification that your personal data is being processed by the Council,
- a description and copy of the personal data,
- the reasons why the data is being processed,
- details of who we have or might give it to.

If you wish to see information held by the Council about you, please make a data protection request by email at foi@bristol.gov.uk or by writing to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol, BS1 5TR, and they will send you the appropriate form and advise you of the process and fee for this service.

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