



Please write the two letter code for your scheme area here:

## Residents Parking Scheme Application Form for changing an existing permit

### Section A: Personal details

Name: .....

Address of the property you are applying for: .....

.....

.....

Post Code: .....

Phone: .....

Email: .....

### Section B: We need to confirm that each vehicle is registered to someone who lives at your address.

Please mark **X** in the box if you consent to us checking your personal details on the Council Tax database (*you will not need to submit any further proof of address if you do*).

**OR** provide a copy of **one** of the following:

- Current Council Tax bill
- Bank statement (not credit card bill) dated within the last three months
- Gas, water or electricity bill dated within the last three months
- Current Rent Book
- Current signed Tenancy Agreement (all pages)
- Solicitors letter confirming proof of purchase of your home (*for your own occupation, not for sub-letting*)

**Section C: Please tell us what changes you want to make**

**1. I want to change the vehicle details on my existing permit. Fee £5**

Please confirm which vehicle registration number should be removed from your permit and which new vehicle registration number added to your permit:

Remove this number: .....

Add this number: .....

Please note that we cannot add to or amend your permit unless the original permit has been returned with this form. We also need a copy of your new Vehicle Registration Certificate (V5C). If you're registering a car you don't own, you'll also need to send us:

- A letter from your company, on company headed paper, confirming that you are the user of the vehicle OR
- A copy of the lease agreement

For Trader or Medical permits, we also require evidence that your vehicle is insured for business use.

**2. I want to add another vehicle to my existing permit. Fee £5**

Write the vehicle registration number you want to add **and** the permit number you want to add it to:

Vehicle registration number: .....

Permit number: .....

Please note that we cannot add to or amend your permit unless the original permit has been returned with this form. We also need a copy of your new Vehicle Registration Certificate (V5C). If you're registering a car you don't own, you'll also need to send us:

- A letter from your company, on company headed paper, confirming that you are the user of the vehicle OR
- A copy of the lease agreement

For Trader or Medical permits, we also require evidence that your vehicle is insured for business use.

**Note:** A maximum of two registration numbers can be printed on one permit. A copy of the Vehicle Registration Certificate (V5C) must be supplied for *each* vehicle on the permit.

Please enter your Unique Property Reference Number (UPRN) in the box. If you do not know your UPRN you can find it by entering your postcode on:

**<http://www.bristol.gov.uk/page/my-neighbourhood>**

**Section E: 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.
- 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](http://www.bristol.gov.uk/nfi) or contact the Permits Team on 0117 922 2600.

Please print your name:.....

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

**Section G: Make your payment**

**It is important that you pay for your amendment 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 Unique Property Reference Number (See **Section B**)
- Cheque or Postal Order made out to Bristol City Council. Please write your name, address and Unique Property Reference Number on the back.

### Section H: Checklist

Before you submit this form to us please check that you have:

1. If the registered keeper of the new car is different please ensure you have either ticked the box in **Section B** to allow us to check our Council Tax records or provided a copy of one of the documents listed in **Section B** confirming that the registered keeper is a current resident.
2. Provided a copy of the V5C or Lease/Contract Hire agreement for every new vehicle that needs a permit. If it is a company car you also need to provide a headed letter from your employer confirming your use of the car. If this is not yet possible please submit the application without it and we will email you with instructions on how to submit it at a later date.
3. **Returned your original permit.**
4. Made the relevant payment.
5. Signed the declaration in **Section E**

### Section I: Lost permit

If your original permit has been lost please visit [www.reportmyloss.com](http://www.reportmyloss.com) and submit a loss report. Once submitted you will receive a loss number.

Please provide your loss number here:

### Section J: Temporary Cover

As you are required to submit your original permit you will need to arrange a temporary code from us to allow you to park whilst this application is being processed.

To obtain your code please call: **0117 922 2600**.

### **Section K: How to submit your application**

Please print this form and send it along with your **original permit** and supporting documents to:

Parking Permits (100TS)  
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 documentation at this stage you can still submit your application and then provide the documents 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 L: 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 M: 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](mailto:dataprotection@bristol.gov.uk)