

APPLICATION FOR A PERMIT ON CHANGE OF AREA

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 1998. This means that Brighton & Hove City Council is responsible for making decisions about how your personal data will be processed and how it may be used. The purpose(s) for which your data will be processed is Parking Permits. The information you provide may be used in detecting possible fraud. The information you provide will be treated confidentially at all times. Security safeguards apply to both manual and computerised held data, and only relevant staff/named disclosures can access your information.

If you have any queries contact the Data Protection Officer Tel: 01273 291207

A – PERSONAL DETAILS

NAME IN FULL
 TELEPHONE NUMBER
 E-MAIL

B- OLD ADDRESS

OLD ADDRESS:

C – NEW ADDRESS

NEW ADDRESS

D – PROOFS OF RESIDENCY/BUSINESS

One acceptable proofs of residency **MUST** be provided before a permit can be issued. Please provide documents from the lists below and tick the appropriate boxes (copies only please if applying by post).

Documents must be dated within last 3 months or as stated otherwise below

Council Tax bill or Business Rates (dated for current year)	<input type="checkbox"/> <input type="checkbox"/>	Bank or Credit Card Statement (dated within 1 month of the application)	<input type="checkbox"/> <input type="checkbox"/>
Utility Bill	<input type="checkbox"/>	Mobile Phone Bill (dated within 1 month of the application)	<input type="checkbox"/>
Mortgage statement	<input type="checkbox"/>	House Insurance Policy	<input type="checkbox"/>
Signed Tenancy Agreement	<input type="checkbox"/>	Medical Card	<input type="checkbox"/>
Solicitors letter of Completion of Sale	<input type="checkbox"/>		
Benefits/Pension Book	<input type="checkbox"/>		
Latest Pay slip from current employer IF name and address is shown.	<input type="checkbox"/> <input type="checkbox"/>		
Letter from Inland Revenue or DSS	<input type="checkbox"/>		
Letter from local Council Tax or Benefits Office	<input type="checkbox"/>		

E – CONFIRM VEHICLE REGISTRATION **

VEHICLE REGISTRATION MARK

** I understand that I must surrender my existing permit. On renewal of my permit, I understand I must provide my full V5 documents registered at my new address. Failure to do so will result in my permit not being renewed.

F – CAR FREE DEVELOPMENTS

Car free developments: I confirm that my property is not in a car free development

G – ADMINISTRATION COST

If you are changing your area by post please enclose payment of £10.

If you are visiting the Parking Information Centre to change your permit you can pay by cash or credit/debit card.

H – DECLARATION BY APPLICANT

PLEASE DELETE WHERE NOT APPLICABLE

I hereby certify that my place of **business/residency/practice** is at the address shown above, and that no off street parking is available to me at this address.

I undertake that if I cease to **work/live/practice** within the area to which the permit relates, or cease to keep and use the vehicle the registration number of which is shown above, I will surrender the Permit. I declare that all the information I have given in this application is correct.

SIGNATURE _____ **DATE** _____

WARNING: Any person knowingly making a false statement for the purposes of obtaining a Parking Permit is liable to a fine not exceeding Level 5 or to imprisonment for not more than six months or to both a fine and imprisonment.

A permit will only be given to the named permit holder unless this section is completed in full.

I hereby give permission for the following person to pick up a permit on my behalf. On request they will be able to produce identification.

Name of person collecting the permit.....

Signature of permit holder.....**Date:** .../.../....

FOR OFFICE USE ONLY

Initials
Permit Number
Paper Number
Payment Method

Date Stamp