Brighton & Hove City Council

Application for a Permit on Change of Vehicle

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 - DETAILS OF APPLICANT

Title: Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr ☐ Other:

First name…… …..Surname……..

Home Address …….

……Postcode……D.O.B……

Phone……..Email……

B – RETURNED PERMIT DETAILS (Permit must be surrendered)

Vehicle Registration Mark ☐

Permit Number
(This can be found on the bottom left hand side of your permit) ☐

C - NEW VEHICLE TYPE (tick as appropriate)

You must produce the Vehicle Registration Document (V5C).

LOW EMISSIONS VEHICLE? ☐

Low Emissions - A **Petrol (only)** vehicle producing 110g/km or less CO2 emissions. This type of vehicle qualifies for a 50% reduction of the permit price.

Depending on your previous vehicle type, you may qualify for a pro-rata refund.

NORMAL EMISSIONS VEHICLE? ☐

Normal Emissions - A **Petrol** vehicle producing between 111g/km - 165g/km CO2 emissions.
A **Diesel** vehicle producing up to 165g/km CO2 emissions.

Depending on your previous vehicle type, you may qualify for a pro-rata refund or you may need to make a further payment in relation to the new vehicle's emissions price difference.

HIGH EMISSIONS VEHICLE? ☐

High Emissions - A **Petrol or Diesel** vehicle producing 166g/km or more CO2 Emissions.

Depending on your previous vehicle type, you may qualify for a pro-rata refund.

D - CAR FREE DEVELOPMENT (resident permit's only)

I confirm that my property is **NOT** in a car free development area ☐

E - NEW VEHICLE DETAILS

There is a limit of one permit per resident. A 3 months permit will be issued if you if you only have the New Keepers Supplement

Registration Number ……..…..…..**Make**…….……**Model**……..……**Colour**……...…….

Does the vehicle exceed:	2,540 Kg in weight?	YES ☐	NO ☐
	2.25 metres in height?	YES ☐	NO ☐
	6 metres in length?	YES ☐	NO ☐

The vehicle must be registered, kept and used by you. Please provide whichever of the following documents that apply to your vehicle. (Photocopies only when applying by post please)

-Vehicle Registration Document (V5C) -Bill of sale (new vehicles) -New Keepers Supplement ☐	Hire \ Lease Agreement ☐	Letter from employer confirming the vehicle is a company car ☐

F - ACCEPTABLE PROOFS OF RESIDENCY / BUSINESS

ONE acceptable proof of residency MUST be provided before a permit can be issued. Both physical and digital documents are acceptable. Please tick boxes below to indicate what you are providing. (copies only if applying by post) ***DOCUMENTS MUST BE DATED WITHIN THE LAST 3 MONTHS***

Utility Bill	☐	**Bank Statement**	☐
Mortgage Statement	☐	**Credit or Store Card Statement**	☐
Solicitor's Letter	☐	**Mobile Phone Bill**	☐
Local Government letter	☐	**Insurance policy**	☐
Doctor's letter	☐	**Vehicle registration Document**	☐
Latest payslip (if name and address is shown)	☐	**Council Tax Bill (dated for current year)**	☐

G - DECLARATION

I hereby certify that my usual place of abode is at the address shown overleaf and that **no off street parking is available to me at this address for this vehicle,** I undertake that if I cease to reside within the area to which the permit relates, or cease to keep and use the vehicle, registration number of which is shown overleaf, I will surrender the Resident's Permit. **I declare that all the information I have given in this application is correct.**

I agree to Council Tax records being checked to prove residency. ☐

Signature of Applicant ……...**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. **Resident's Permits are not available for second or holiday homes.**

H - PERMISSION TO COLLECT

Permits 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 the permit on my behalf. On request they will be able to produce identification.

Name of person collecting the permit……

Signature of Applicant……**Date / /**

Please return this form to:
Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ
Opening Hours: Mon - Fri 9.00 – 16.30; Sat 9.00 – 13.00

THERE IS NO CHARGE TO CHANGE THE VEHICLE, PLEASE DO NOT SEND PAYMENT.