

# Resident Permit Application Form

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  Other .....

First name .....	Surname .....
Home address.....	
..... Postcode .....	
Phone: .....	Email.....

## B - PERMIT REQUIRED AND PAYMENT DETAILS

<b>A, C, E, F, G, H, J, M, N, O, Q, R, T, Y, Z.</b> 3 Months - £45.00	<input type="checkbox"/>	Areas <b>U</b> or <b>W</b> <input type="checkbox"/>  6 Months - £60.00
<b>A, C, E, F, G, H, J, M, N, O, Q, R, T, Y, Z.</b> 12 Months - £130.00	<input type="checkbox"/>	Areas <b>U</b> or <b>W</b> <input type="checkbox"/>  12 Months - £100.00
<b>Low Emissions Vehicle</b> <input type="checkbox"/>		
If the vehicle produces 120g/km or less CO2 emissions (this needs to be verified by the production of the V5C) the charges are as follows:		
<b>A, C, E, F, G, H, J, M, N, O, Q, R, T, Y, Z.</b> 3 Months - £20.75	<input type="checkbox"/>	Areas <b>U</b> or <b>W</b> <input type="checkbox"/>  6 Months - £28.50
<b>A, C, E, F, G, H, J, M, N, O, Q, R, T, Y, Z.</b> 12 Months - £62.50	<input type="checkbox"/>	Areas <b>U</b> or <b>W</b> <input type="checkbox"/>  12 Months - £47.50
Holders of Blue Badges (£15) or if a low emissions vehicle (£10) (This is an administration fee only) <input type="checkbox"/>	Please give details of Badge:	Serial No: ..... Expiry Date: <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/>

**C - VEHICLE DETAILS AND PROOF OF OWNERSHIP**

*There is a limit of one permit per person*

Registration Number.....	Make: .....	Model: .....	Colour: .....
Does the vehicle exceed:	2,540 kg in weight?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	2.25 metres in height?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
	6 metres in length?	No <input type="checkbox"/>	Yes <input type="checkbox"/>
<b>The vehicle must be kept and used by you.</b> Please provide whichever of the following documents that apply to your vehicle (copies only please if applying by post):			
<b>(i)</b> Vehicle Registration Document (V5C) or New Keepers Supplement <input type="checkbox"/>	<b>(ii)</b> Hire/Lease agreement <input type="checkbox"/>	<b>(iii)</b> Letter from employer confirming that the vehicle is a company car <input type="checkbox"/>	

**D – CAR FREE DEVELOPMENT**

I confirm that my property is <b>not</b> in a car free development <input type="checkbox"/>
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**E – PROOFS OF RESIDENCY**

**Two** acceptable proofs of residency **MUST** be provided before a permit can be issued. Please provide documents from the list below and tick the appropriate boxes (copies only please if applying by post).  
**Documents must be dated within last three months or as stated otherwise below:**

Council tax bill (dated for current year)	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
Utility bill	<input type="checkbox"/>	Credit or store card statement	<input type="checkbox"/>
Mortgage statement	<input type="checkbox"/>	Mobile phone bill	<input type="checkbox"/>
Signed tenancy agreement	<input type="checkbox"/>	Insurance policy	<input type="checkbox"/>
Solicitors letter	<input type="checkbox"/>	Vehicle registration document	<input type="checkbox"/>
Solicitors letter of completion of sale	<input type="checkbox"/>		
Latest payslip (if name and address is shown)	<input type="checkbox"/>		
Letter from Inland Revenue or DSS	<input type="checkbox"/>		
Local government letter	<input type="checkbox"/>		

**F – DECLARATION**

I hereby certify that my usual place of abode is at the address shown overleaf and that **no off street parking is available or allocated 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, the registration number of which is shown overleaf, I will surrender the Residents Permit. **I declare that all the information I have given in this application is correct.**

<b>Signature:</b> .....	<b>Date:</b> .....
<b>WARNING:</b> 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. <b>Resident Parking Permits are not available for second or holiday homes.</b>	

**If you need any help in completing this form please phone 01273 296622  
Please return with your payment to: Parking Services, Brighton & Hove City Council,  
Room 217, Hove Town Hall, Norton Road, HOVE BN3 3BQ**

**G – PERMISSION TO COLLECT**

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:** .....

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