Brighton & Hove

APPLICATION FOR RESIDENT VISITOR PERMITS

Personal Details of Applicant:

Surname:…….. ……Forename(s): ..... ……

Home Address (See Declaration): .....

.....

Postcode: ..... Telephone: .....

Proof of Residency: Two acceptable proofs of residency **MUST** be provided before Visitor Permits can be issued. Please provide documents from the lists below and tick the appropriate boxes. **Documents must be dated within the last 3 months or as stated otherwise below**:

Council Tax bill (dated for current year)	☐	Bank or Credit Card Statement	☐
Utility Bill	☐	Mobile Phone Bill	☐
Mortgage statement	☐	House Insurance Policy	☐
Signed Tenancy Agreement	☐	Mobile Phone Bill	☐
Solicitors letter of Completion of Sale	☐		
Benefits/Pension Book	☐		
Latest Pay slip from current employer IF name and address is shown.	☐		
Letter from Inland Revenue or DSS	☐		
Letter from local Council Tax or Benefits Office	☐		

Order and Payment Details:

For Zones **A, C, E, F, G, H, I, J, K, N, O, Q, R, T**, **& V** Visitor Permits cost **£3.50 each**. Cash, cheque or card payments will be accepted. Cheques should be made payable to BHCC.

Number of Permits required: ..... Total Cost: .....

For Zones **M, Y & Z** Visitor Permits cost **£4.50 each**. Cash, cheque or card payments will be accepted. Cheques should be made payable to BHCC.

Number of Permits required: ..... Total Cost: .....

For Zones **B & D** Visitor Permits cost **£2.60 each**. Cash, cheque or card payments will be accepted. Cheques should be made payable to BHCC.

Number of Permits required: ..... Total Cost: .....

For Zones **S, U, W & L** Visitor Permits cost **£2.20 each**. Cash, cheque or card payments will be accepted. Cheques should be made payable to BHCC.

Number of Permits required: ..... Total Cost: .....

Each Resident of Zones **Y & Z** is entitled to up to **25 Visitor Permits** per rolling year.

Each Resident of Zones **A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, Q, R, S, T, U, V & W** is entitled to up to **50 Visitor Permits** per rolling year.

P.T.O.

Declaration: I hereby certify that I am the named person overleaf and that my place of abode is at the address shown overleaf. I declare that I am over 17 years of age and all the information I have given in this application is correct. I understand that visitor permits are valid for a minimum of 12 months and they are non-transferable and non-refundable.

- o I agree to Council Tax records being checked to prove residency.

Signature:.....

WARNING: Any person knowingly making a false statement for the purposes of obtaining Resident's Visitor Parking Permits are liable to a fine not exceeding Level 5 or to imprisonment for not more than six months or to both a fine and imprisonment.

PERMISSION TO COLLECT **(complete this section if someone else is acting on your behalf)**

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

Name of person collecting the visitor Permit.....

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

General Data Protection Regulation (GDPR)

The Council is the data controller for purposes of the Data Protection Act 12018 and General Data Protection Regulation and is registered as a data controller with the Information Commissioner's Office (ICO) under registration number **Z5840053.**

Why we are processing your data

- We are collecting your data for the purpose of assessing eligibility for a Parking Permit and it may be used for the purpose of detecting or preventing fraud.
- The data is collected under the lawful bases of performance of a contract and a task I the public interest
- Your data may be shared with NSL as they operate and maintain the permit system and enforce the parking system, Council Tax Department, Corporate Fraud Department and Legal Services Department and may be used in connection with legal proceedings.
- Brighton and Hove City Council is part of a shared services arrangement with East Sussex County Council and Surrey County Council. For the purposes of counter-fraud and or litigation, it is possible that your data will be shared with either of these authorities should they be undertaking work on behalf of this local authority.
- We will hold your data for 2 years after you cease to have a parking permit, except in cases where legal proceedings may require it to be kept longer.

Your information rights

- You have the right to request a copy of the data we hold about you and to seek rectification of any data which is not correct
- To exercise your data protection rights, please contact the Data Protection Team on 01273 295959 or email us at data.protection@brighton-hove.gov.uk
- Brighton and Hove City Council has appointed a Data Protection Officer in conjunction with East Sussex County Council and Surrey County Council. To contact the DPO, use the form at this link: https://www.brighton-hove.gov.uk/content/council-and-democracy/about-your-council/data-protection-officer-dpo

Please return this form together with your payment to:

Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ
Opening Hours: Mon- Fri 9.00 – 16.30; Sat 09.00 - 13.00.