

Application for a Permit on Change of Vehicle

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 (THE PAPER 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 <input type="checkbox"/>	NO <input type="checkbox"/>
	2.25 metres in height?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	6 metres in length?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

P.T.O

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) <input type="checkbox"/>	Hire \ Lease Agreement <input type="checkbox"/>	Letter from employer confirming the vehicle is a company car <input type="checkbox"/>
-Bill of sale (new vehicles) <input type="checkbox"/>		
-New Keepers Supplement <input type="checkbox"/>		

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 <input type="checkbox"/>	Bank Statement <input type="checkbox"/>
Mortgage Statement <input type="checkbox"/>	Credit or Store Card Statement <input type="checkbox"/>
Solicitor's Letter <input type="checkbox"/>	Mobile Phone Bill <input type="checkbox"/>
Local Government letter <input type="checkbox"/>	Insurance policy <input type="checkbox"/>
Doctor's letter <input type="checkbox"/>	Vehicle registration Document <input type="checkbox"/>
Latest payslip (if name and address is shown) <input type="checkbox"/>	Council Tax Bill (dated for current year) <input type="checkbox"/>

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 ApplicantDate / /

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 / /

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 in 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 to:
Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ

THERE IS NO CHARGE TO CHANGE THE VEHICLE, PLEASE DO NOT SEND PAYMENT.
The Customer Service Centre is currently CLOSED and you cannot attend in person.