

**Application for a Permit on Change of Vehicle**

**A - DETAILS OF APPLICANT**

Full name………………………………………………………………………………………………..

nn

Home Address ………………………………………………………………………………………….

……………………………………………Postcode……………….….D.O.B…………..……………

Phone……………………..Email………………………………………………………………………

**B – RETURNED PERMIT DETAILS (THE PAPER PERMIT must be surrendered – if you are submitting this form online, a photo of the permit cut into 4 pieces is required)**

**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 either Vehicle Registration Document (V5C), the Motor Policy Schedule or Company Vehicle Letter*

**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.*

**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 Letter from employer

Document (V5C) Hire \ Lease confirming the vehicle is a

-Bill of sale (new vehicles) Agreement company car and kept at

-Motor Policy Schedule/Statement of Fact your application address

**F - ACCEPTABLE PROOFS OF RESIDENCY / BUSINESS**

**ONE** acceptable proof of residency MUST be provided. Both physical and digital documents are acceptable. Examples of acceptable documents are shown below. (copies only if applying by post) \*\*\***DOCUMENTS MUST BE DATED WITHIN THE LAST 3 MONTHS\*\*\***

**Utility Bill (water, gas, electricity, mobile phone) Bank/Credit Card Statement**

**Mortgage Statement Store Card Statement**

**Solicitor’s Letter Signed Tenancy Agreement**

**Local Government letter Company Vehicle Letter (if applicable)**

**Doctor’s letter, NHS Letter Valid Motor Policy Schedule**

**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.**

**The easiest and quickest way to submit your application is to upload this form**

**together with your documents at:**

**https://www.brighton-hove.gov.uk/contactparking**

**Successful applicants will be contacted to make a payment (if applicable)**

Alternatively, you can send this form together with your documents and cheque to Parking Customer Services, G39 Hove Town Hall, Norton Road, Hove, BN3 3BQ

**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](mailto: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>