

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

**A - DETAILS OF APPLICANT**

Title: Mr Mrs Ms Miss Dr Other:

First name……………………………… …..Surname………………………………………………..

Company Name (if applicable) ……………………………………………………………………….

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

**OLD Address** ………..……..……………….............................…………………….………………

……………………………………………….**Postcode**…………………………..…………………..

**NEW Address** ………………..…………….............................…………………….….……………

……………………………………………….**Postcode**………………………………….….………..

**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 - CAR FREE DEVELOPMENT (resident permit’s only)**

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

**D - CONFIRM VEHICLE DETAILS**

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

***The vehicle must be registered, kept and used by you.***

***On your next permit renewal, you must provide the Vehicle Registration Document (V5C), the hire/lease agreement or a letter from your employer confirming that it is a company vehicle.***

***Any of these documents MUST show your new address.***

**E - 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)**

**F - DECLARATION**

I hereby certify that my usual place of business/abode/practice 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 work/live/practice 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 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.

**G - 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 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](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>

**Please return this form to:**

**Parking Information Centre, Hove Town Hall, Norton Road, Hove, BN3 3BQ**

**Opening Hours: Mon, Wed, Thu, Fri 9.00 – 16.30 and Tue, Sat 9.00 – 13.00**

**THERE IS NO CHARGE TO CHANGE AREA, PEASE DO NOT SEND PAYMENT.**