

Application Form

Resident Parking Permit

Controlled Parking Zone (for Town) _____
(For Bridlington indicate the zone A or B)

**REFER TO RELEVANT TOWN MAP – ONLY RESIDENTS LIVING IN A
CONTROLLED PARKING ZONE
ARE ELIGIBLE TO OBTAIN A PERMIT**

Please tick all the relevant boxes and fill in fully all the details requested.

Please write clearly in **BLOCK CAPITALS**

A Is this:

- An application for a first permit? (Fill in sections A, C, E, F and K)
- An application for a second permit? (Fill in sections A, C, E, F and K)
- An application for a three month temporary permit? (Fill in section A, C, D, F – providing one proof of address, and K)
- An application to replace a lost, stolen or destroyed permit? (Fill in sections A, C, J and K.)
- Provide notification that you have changed your vehicle? (Fill in sections A, C, H and K)
- Provide notification that you have changed your name or address? (Fill in sections A, C, G and K)
- Include an additional vehicle on to your permit? (Fill in sections A, C, E and K)

Blue disabled badge holders do not require a permit to park within the controlled parking zone.

B Renewal of Permit

Provide details of your current permit number _____

If you have not changed your vehicle or moved address since you last applied for a permit please fill in sections B, C and K and return this application form.

If any of your details have changed you must complete section A, C, E, F and K.

C Your Personal Details

Title (Mr, Mrs, Miss, Ms): _____ Surname: _____

First names (in full) _____

Address and postcode: _____

Phone Home: _____

Work: _____

Mobile: _____

E-mail address: _____

You must supply your home phone number. Please tick the phone number we are most likely to be able to contact you on before 8.30 am so that we can try to let you know if you are parked in a suspended bay.

D Application for a Temporary Permit (Maximum 3 months)

- Foreign registered vehicle
- Recently purchased or hired vehicle
- Recently moved to the area

To be eligible for a temporary permit you must provide proof of your new address. One of the documents listed in section F will suffice.

E Proof of Ownership Vehicle(s)

Part 1

1st Vehicle registration: _____ Colour of vehicle _____ Make and model: _____

Beverley and Howden residents may include the details of a second vehicle to their permit. This permit may be transferred between vehicles, however, it is only valid in the vehicle within which it is displayed.

2nd Vehicle registration: _____ Colour of vehicle _____ Make and model: _____

Part 2

Is the vehicle(s): (See Section 6 of Guidance notes)

Yours (we need to see the following proof)

- I enclose the original vehicle registration document for current address (DVLA form V5)

Your employer's (we need to see the following proofs)

- I enclose the original vehicle registration document (DVLA form V5)
- or lease agreement

Company vehicle

- I enclose a letter from my employer

Lease or hire vehicle

- I enclose the original agreement

F Proof of Address (See Section 14 of Guidance notes)

- I enclose my current driving licence.**
All applicants must produce their current driving licence as proof they can drive.

- I enclose my vehicle registration document (DVLA form V5)**
For a 12 month permit this must contain your current home address within the CPZ.

In addition to my driving licence I have enclosed two other documents from the list below that contain my address within the CPZ.

- Name appears on the current electoral register (Customer Service Centre staff will verify this on your behalf)
- Council or housing rent book
- A bank statement or utility bill
- Flat or house contents insurance (valid for the full life of the permit)
- Car insurance document
- Benefits or pension book
- Solicitor's letter showing exchange of contracts.
- Firearms certificate
- Tenancy agreement (not handwritten and valid for the full life of the permit)
- Current Council Tax bill

G Change of Address or Name

Old address or name: _____

New address or name: _____

I have enclosed one of the following items to prove my new address or name.

- Council or housing trust rent book
- Flat or house contents insurance (valid for the life of the permit)
- Benefits or pension book
- Firearms certificate
- Utility Bill
- Car insurance document
- A current bank or building society statement.
- Tenancy agreement (not handwritten and valid for the life of the permit)
- Current Council Tax bill
- Letter from your solicitor saying that the sale has been completed
- Copy of marriage certificate

For office use only

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H Change of Vehicle (permanent change)

Old car's registration: _____

Make _____ Model _____ Colour _____

New car's registration: _____

Make _____ Model _____ Colour _____

I am permanently changing my vehicle and have enclosed the following proof:

- I enclose my old CPZ permit
- I have enclosed one of the following items as proof of ownership.
 - Sales invoice showing customers address within the CPZ area.
 - Insurance for new vehicle showing address in the CPZ area.
 - Vehicle registration document (DVLA form V5)

Additional vehicle to be included on permit - registration _____
(Only applies to Beverley and Howden)

J Lost, stolen or destroyed permits

Was your permit: lost? stolen? destroyed?

Crime reference number: _____

Date you reported it to the police: _____

Police station you reported it to: _____

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Lost or stolen permits are replaced on payment of the original fee. However, where a crime reference number is supplied the permit will be replaced at no charge. Illegal use of a permit reported to be lost or stolen will result in a parking charge notice being issued for £60.00

K Declaration (The person named in **Section C** must sign this declaration)

You must read each section below and sign that you have read and understood them fully.

**Warning: It is an offence to give false or misleading information.
If you do, we may prosecute.**

- I confirm that the address shown in Section C on this form is my main home, as defined in Item 7 on the accompanying notes.
- I confirm that I keep and use the vehicle with the registration number given in Section E of this form. If I stop living in the Zone, or stop keeping and using the vehicle, I will return my permit immediately.
- Trailers, caravans or any other items should not be used to reserve a space within the CPZ. (See Section 10 of the Guidance Notes)
- I understand and accept that you may ask to visit my home before or after issuing a permit to make sure I have given the correct address. If I refuse, I understand it is likely that you will not give me a permit or will withdraw my permit.
- I understand and accept that you may prosecute me if I have given any information on this form which I know is wrong or untrue.
- I understand that you will use the personal information I have given in line with the Data Protection Act 1998. Parking Operations will use the information I have given to issue resident parking permits. I accept that you may pass this information to other Council Departments and the DVLA, for this and related purposes.
- I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other bodies who handle public funds for these purposes only.
- The Council will return your documents via the Royal Mail with your Permit. Should you not wish the Council to do so then you must attend at your local Customer Service Centre personally to produce these documents. The risk of loss of documents remains with you should you wish the Council to use the Royal Mail.
- I have read, understood and agree to abide by the instructions and notes which accompany this application form.

Signature: _____ **Date:** _____

Please return your completed application form along with original documents to:

East Riding of Yorkshire Council, Car Park Support Office, Beverley Depot, Annie Reed Road, Beverley, HU17 0LF

Or, alternatively visit your nearest Customer Service Centre who will check your documents and forward your completed application form to the Car Parks Support Office who will issue your permit.

For Administration Use Only

Fee Paid : £

Receipt Number :

Can Number :

Date :