



**APPLICATION FOR RESIDENT PARKING PERMIT**

**Controlled Parking Zone** (for Town) \_\_\_\_\_

(For Bridlington indicate the zone A or B)

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

**Please write clearly in BLOCK CAPITALS** and tick all the relevant boxes and fill in fully all the details requested.

**Is this:**

- ☐ An application for a first permit? (Fill in sections B, C, D, H)
- ☐ An application for a second permit? (Fill in sections B, C, D, H)
- ☐ An application to replace a lost, stolen or destroyed permit? (Fill in sections B, C, D, G, H)
- ☐ To notify a change of vehicle? (Fill in sections B, F, H)
- ☐ To notify a change of name or address? (Fill in sections B, C, H)
- ☐ To include an additional vehicle on to your permit? (Fill in sections B, C, H)
- ☐ To renew an existing permit? (Fill in section A, B, H)

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

**A Renewal of Permit**

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 and H and return this application form.

If any of your details have changed you must complete section B, E, F and H.

**B Your Personal Details**

Title (i.e Mr, Mrs, Miss, Ms): \_\_\_\_\_ Surname: \_\_\_\_\_

First names (in full) \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**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.

- ☐ Home: \_\_\_\_\_
- ☐ Work: \_\_\_\_\_
- ☐ Mobile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## **C Details of Vehicle(s)**

### **Part 1**

1st Vehicle:

Registration number: \_\_\_\_\_

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. Bridlington may have an unlimited amount of permits.

2nd Vehicle:

Registration number: \_\_\_\_\_

Colour of vehicle: \_\_\_\_\_

Make and model: \_\_\_\_\_

### **Part 2 Proof of Ownership** (We need to see the following proof)

**Is the vehicle(s):** (See Section 5 of Guidance Notes)

☐ **Yours** I enclose a copy of the original vehicle registration document for current address (DVLA form VQ5)

☐ **Company vehicle**

I enclose a letter from my employer

☐ **Lease or hire vehicle**

I enclose the original agreement

## **D Proof of Address (See section 13 of Guidance Notes)**

☐ I enclose a copy of my current drivers licence. All applicants must produce their current driving licence to prove that they can drive.

☐ I enclose my vehicle registration document (DVLA form VQ5) This must show your current home address within the Controlled Parking Zone.

**In addition to my drivers licence I enclose two other copies of original documents from the list below that show my address within the Controlled Parking Zone.**

- ☐ Name appears on the current electoral list (CSC staff will do this on your behalf)
- ☐ Council or housing rent book
- ☐ Bank statement or utility bill
- ☐ Current flat or house contents insurance
- ☐ Car Insurance document
- ☐ Benefits or pension book
- ☐ Solicitor's letter showing exchange of contracts
- ☐ Firearms certificate
- ☐ Current tenancy agreement (not handwritten)
- ☐ Current council tax bill

CSC Use Only
<input type="checkbox"/>
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## **E Change of Address or Name**

If applying by post copies are acceptable however originals must be shown if applying in person.

Current permit number \_\_\_\_\_

### **Existing details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

### **New details:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

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

- ☐ Name appears on the current electoral list (CSC staff will do this on your behalf)
- ☐ Council or housing rent book
- ☐ Bank statement or utility bill
- ☐ Current flat or house contents insurance
- ☐ Car Insurance document
- ☐ Benefits or pension book
- ☐ Solicitor's letter showing exchange of contracts
- ☐ Firearms certificate
- ☐ Current tenancy agreement (not handwritten)
- ☐ Current council tax bill

CSC Use Only
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## **F Change of Vehicle** (permanent change)

Current permit number \_\_\_\_\_

### **Existing vehicle:**

Registration number: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_

### **New vehicle:**

Registration number: \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Colour \_\_\_\_\_

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

- ☐ Sales invoice showing customers address within the CPZ area.
- ☐ Insurance for new vehicle showing address in the CPZ area
- ☐ Vehicle registration document (DVLA form VQ5)

CSC Use Only
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

- ☐ I enclose my old CPZ permit.

## **G Lost, stolen or destroyed permits**

Was your permit:      lost ☐      stolen ☐      destroyed ☐

Crime/Lost property reference number: \_\_\_\_\_

Date you reported it to the police. \_\_\_\_\_

Police station you reported it to: \_\_\_\_\_

Lost or destroyed permits are replaced on payment of the original fee. However, if your permit or vehicle has been stolen and a crime/lost property 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.

## **H Declaration**

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

The person named in Section B must sign this declaration. You must read each section below and sign that you have read and understood them fully.

I confirm that the address shown in Section B on this form is my main home, as defined in Item 6 on the Guidance Notes.

I confirm that I keep and use the vehicle(s) with the registration number(s) given in Section C or F of this form. If I stop living in the Zone, or stop keeping and using the vehicle(s), 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 9 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: \_\_\_\_\_

**WE RESERVE THE RIGHT TO REQUEST TO VIEW ORIGINALS OF ANY  
COPIED DOCUMENTS SUPPLIED**

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

Permits  
PO Box 299  
Beverley  
East Riding of Yorkshire  
HU17 6FH

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 :