



Application for Residents Parking Permit

Please refer to the guidance notes as only residents living in Controlled Parking Zones (CPZ) or Residents Parking Schemes (RPS) are eligible to obtain a permit.

Please write clearly in black ink and block capitals and tick all the relevant boxes and fill in fully all the details requested.

Disabled Badge Holders do not require a permit to park within a CPZ or RPS

Please tick all the relevant boxes that apply to you:

- ☐ Apply for a permit? (Fill in sections B, C, D, H)
- ☐ Apply for a second permit (Beverley, Brid & Howden CPZ/Brough RPS visitor permit only)? (Fill in B, C, D, H)
- ☐ Renew an existing permit? (Fill in section A, B, H)*
- ☐ Replace a lost, stolen or destroyed permit? (Fill in sections B, G, H)
- ☐ Change of name or address? (Fill in sections B, E, H)
- ☐ Change of vehicle or registration number? (Fill in sections B, F, H)
- ☐ Add an additional vehicle on to your permit? (Fill in sections B, C, H)

Please give the town in the CPZ or RPS that you would like the permit for:

(for Bridlington indicate zone A or B – maps can be found at www.eastriding.gov.uk/cpz)

A Renewal of permit

Current permit number _____

For **Beverley** only, please state if this is the first or second permit _____

* **Please note:** If you have changed your name/address or the vehicle/registration number you must also complete sections E or F as appropriate.

B Your personal details

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

First name(s) (in full) _____

Address: _____

_____ Postcode: _____

Contact number(s): _____

Email address: _____

C Details of vehicle(s) and proof of ownership

1st vehicle:

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Is the vehicle:

☐ **Own vehicle** I enclose the 11 digit V5C Vehicle Registration Certificate (log book) reference number (located in section 1 of the V5C on the right hand side of the front page of the document):

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☐ **Company vehicle**

I enclose a letter from my employer

☐ **Lease or hire vehicle**

I enclose the agreement

CSC use only

☐☐☐

You may include a second vehicle on your permit. The permit may then be transferred between vehicles; however, the permit may only be used for one vehicle at a given time. The owner/user of the second vehicle must also reside at the same address within the CPZ/RPS.

2nd vehicle (if applicable):

Registration number: _____

Colour of vehicle: _____

Make and model: _____

Is the vehicle:

☐ **Own vehicle** I enclose the 11 digit V5C Vehicle Registration Certificate (log book) reference number (located in section 1 of the V5C on the right hand side of the front page of the document):

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☐ **Company vehicle**

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I enclose the agreement

CSC use only

☐☐☐

D Proof of address

☐ If you are the person named on your council tax account, please provide the reference number and we will verify your details on our system

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If you are not named on your council tax account, please enclose a copy of one of the original documents listed below. This must show your current home address within the CPZ/RPS.

- ☐ Name appears on the current electoral list (we will verify your details on our system)
- ☐ Driving licence
- ☐ Bank statement or utility bill
- ☐ Current flat or house contents insurance
- ☐ Car insurance document
- ☐ Solicitor's letter showing exchange of contracts
- ☐ Current tenancy agreement (not handwritten)

CSC use only

☐☐☐☐☐☐☐☐

E Change of address and /or name

Current permit number _____

Existing details:

Name: _____

Address: _____

New details:

Name: _____

Address: _____

Please enclose a copy of the original documents listed below as proof of your new address or name.

- ☐ Name appears on the current electoral list (we will verify your details on our system)
- ☐ Driving licence
- ☐ Bank statement or utility bill
- ☐ Current flat or house contents insurance
- ☐ Car insurance document
- ☐ Solicitor's letter showing exchange of contracts
- ☐ Current tenancy agreement (not handwritten)

CSC use only

☐☐☐☐☐☐☐

F Change of vehicle/registration number

Current permit number _____

Existing vehicle/registration number:

Registration number: _____

Make _____ Model _____ Colour _____

New vehicle/registration number:

Registration number: _____

Make _____ Model _____ Colour _____

I am permanently changing my vehicle and enclose the following proofs;

either a) or b)

- a) ☐ The 11 digit V5C Vehicle Registration Certificate (log book) reference number (located in section 1 of the V5C on the right hand side of the front page of the document) or a copy of the V5C/2 New Keeper Supplement if you have yet to change/receive the V5C.

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- b) ☐ Sales invoice showing customer's address within the CPZ/RPS area.
and

☐ Confirmation that you are an insurance policy holder for new vehicle showing address in the CPZ/RPS area.

☐ I enclose my old CPZ/RPS permit.

I am permanently changing my registration number and enclose the following proofs; either c) or d)

- c) ☐ The 11 digit V5C Vehicle Registration Certificate (log book) reference number (located in section 1 of the V5C on the right hand side of the front page of the document).

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- d) ☐ Confirmation/authorisation letter (V948) from the DVLA

☐ I enclose my old CPZ/RPS permit.

CSC use only

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Temporary change of vehicle

If your vehicle is off the road because of an accident/major repair or if it has been stolen, we can issue you a 14 day temporary permit for a shared, borrowed or leased vehicle. You can only get one of these temporary permits by visiting your local customer service centre. You must take your original permit with a letter from the garage or insurance company to confirm the damage, major repair or theft.

G Lost, stolen or destroyed permits

If your parking permit is lost or stolen you should report it to the police who will issue you with a crime/lost property reference number. This number will enable you to get a replacement permit for free. If the permit has been destroyed you will need to pay the original fee.

Was your permit: lost ☐ stolen ☐ destroyed ☐

Crime/lost property reference number: _____

Date you reported it to the police. _____

Police station you reported it to: _____

H Declaration

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

Full details on the CPZ/RPS permits are available at www.eastriding.gov.uk/cpzpermit (for CPZ) and www.eastriding.gov.uk/rpspermit (for RPS). Guidance notes can also be obtained at your nearest customer service centre or by calling 01482 395411. You must ensure that you have read and understood this information before signing the declaration.

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.

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 CPZ/RPS, 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/RPS.

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. The Parking Permit office 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.

We reserve the right to request to view originals of any copied documents supplied.

Signature: _____ Date: _____

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 Parking Permit office who will issue your permit.

For administration use only

Fee paid : £

Receipt number :

Can number :

Date :