



## Pitlochry Close Permit Parking Area Scheme Application Form for Residents' and Visitors' Permits

Use this form if you want to apply for a parking permit/s for the first time or for visitors' permits (you do not have to own a vehicle to obtain permits for your visitors)

### Section A: Personal details

Name: .....

Address of the property you are applying for a permit for: .....

.....

.....

Post Code:.....

Phone: .....

Email: .....

### Section B: We need to confirm that each vehicle is registered to someone who lives at your address.

Please mark **X** in the box if you consent to us checking your personal details on the Council Tax database (you will not need to submit any further proof of address if you do).

**OR** provide a copy of **one** of the following:

- Current Council Tax bill
- Bank statement (*not credit card bill*) dated within the last three months
- Gas, water or electricity bill dated within the last three months.
- Current Rent Book
- Current signed Tenancy Agreement (*all pages*)
- Solicitors letter confirming proof of purchase of your home (*for your own occupation, not for sub-letting*)

Please also enter your Unique Property Reference Number (UPRN) in the box. If you do not know your UPRN you can find it by entering your postcode on:

<http://www.bristol.gov.uk/page/my-neighbourhood>

If you are applying for visitors' permits only, please proceed to Section E

**Section C: Vehicle permit costs**

Vehicle tax band (CO <sub>2</sub> emissions (g/km))	1 <sup>st</sup> Permit charge*	2 <sup>nd</sup> Permit charge**	3 <sup>rd</sup> Permit charge**
Band A (up to 100)	FREE	£96	£192
Band B (101-110)	£24		
Bands C-K (111-225)	£48		
Bands L-M (226-255+)	£72		
Vehicles registered before 1 <sup>st</sup> March 2001	£48		

\*Please note that you can register two vehicles on the 1<sup>st</sup> permit but you can only use the permit in one vehicle at a time (the price of the permit is based on the vehicle in the highest tax band).

\*\*If you have off-street parking you can only apply for one permit

**Section D: Vehicle details**

A copy of page 2 of your Vehicle Registration Certificate (V5C) naming the resident as the keeper of the vehicle must be provided for **each** vehicle requiring a permit.

First permit vehicle registration 1: .....

First permit vehicle registration 2: .....

Second permit vehicle registration 1:.....

Second permit vehicle registration 2:.....

Third permit vehicle registration 1:.....

Third permit vehicle registration 2:.....

**Note:** If you have a company owned vehicle or leased vehicle, please provide a copy of page 2 of the V5C or lease agreement naming the company as the keeper of the vehicle, along with a letter, on company headed paper, confirming that you are the user of the vehicle.

## Section E: Visitors' permits

You can apply for a maximum of 100 visitors' permits per household per 12 month period. The first 50 are free of charge, after this each permit costs £1.

You can apply for as many as you need up to the maximum of 10, however, if visitors permits have been issued to your address **within the last 12 month period** you can only order the remaining balance. For instance, if a previous owner has used 49 permits you will be able to order up to 51.

**Please state the number of visitors' permits you require:**

**Permits for essential visitors:** You can get one free essential visitors' parking permit if you or someone living in your home has long-term care needs and needs a carer to visit when the parking scheme is operating. Please use the Essential Visitors form on our website.

## Section F: Declaration

- I declare that, to the best of my knowledge, all the information I have provided is correct.
- I hereby certify that the address shown in Section A is my usual place of abode.
- I undertake to surrender my residents' permit if I cease to reside at the above address shown in Section A, or cease to keep or use the vehicle(s) that carry the registration number(s) shown on my permit.
- I understand that I must promptly inform Bristol City Council of any changes that may affect my entitlement to a residents' permit.
- I understand that any visitors' permits issued to me can only be used by visitors to my household.
- The Council is under a duty to protect the public funds it administers and to this end may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information see [www.bristol.go.uk/nfi](http://www.bristol.go.uk/nfi) or contact the Permits Team on 0117 922 2600.

Please print your name:.....

Your signature:.....

Date:.....

If you would like to know more about how, why or when we might share your information, or to receive a copy of the information we hold that relates to you, please write to parking Services (Permits 3025), Bristol City Council, PO Box 3176, Bristol, BS3 9FS

## Section G: Equalities Monitoring Form

This form is to help the Council to check that everyone in the city is accessing the services to which they are entitled and that no one is discriminated against unlawfully.

All questions are voluntary and it will not make any difference to the service you receive if you do not answer them. However, by answering the questions you will help us to ensure that our services are fair and accessible to all.

### How would you describe yourself?

#### Age

- Under 18
- 19-65
- Over 65
- Prefer not to say

#### Gender

- Female
- Male
- Prefer not to say

#### Transgender

- Yes
- No
- Prefer not to say

#### Ethnicity

- White British
- Black and minority ethnic
- Other white
- Prefer not to say

#### Do you have a religion or belief?

- Yes
- No
- Prefer not to say

#### Are you disabled?

- Yes
- No Prefer not to say

#### Sexual orientation

- Lesbian, gay or bisexual
- Heterosexual (straight)
- Prefer not to say
  
- I do not wish to provide any of the information requested on this form

## Section H: Please choose your preferred method of payment

- Online at [www.bristol.gov.uk](http://www.bristol.gov.uk) (you will need your Unique Property Reference Number)
- Cheque or postal order made payable to Bristol City Council (write your name, address, and UPRN on the back)
- Cash payment at a Bristol City Council Customer Service Point (CSP)
- Quarterly instalments (please pay using one of the above methods)

## Section I: What to do now

Once you have completed this form you can scan it and send it back to us using the following link: [https://www.bristol.gov.uk/en\\_US/parking/residents-parking-document-upload-form](https://www.bristol.gov.uk/en_US/parking/residents-parking-document-upload-form)

### Or print it and send it to us at:

Parking Services (Permits 3025)  
Bristol City Council  
PO Box 3176  
Bristol, BS3 9FS

## Section J: Checklist

Before you return the form to us please check that you have:

1. Either ticked the box in **Section B** to allow us to check our Council Tax records **or** provided a copy of confirmation of address for the registered keeper of every vehicle that needs a permit
2. Provided a copy of page two of the V5C for every vehicle that needs a permit
3. Either enclosed payment **or** made arrangements to pay at the Customer Service Point at 100 Temple Street, BS1 6AG.

## Translations and other formats

If you would like this information in another language, Braille, audio tape, easy English, BSL video or CD rom or plain text, please contact: [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk) or call us on: 0117 922 2600

### Further Information:

If you would like more information about Parking in Bristol and the Residents Parking Schemes, please visit online at: [www.bristol.gov.uk/parking](http://www.bristol.gov.uk/parking)

### Data Privacy Policy:

If you would like more information about how we collect and use your data, please read our Privacy Policy online at: [https://www.bristol.gov.uk/en\\_US/about-our-website/privacy](https://www.bristol.gov.uk/en_US/about-our-website/privacy) or contact: Data Protection Officer, Bristol City Council, PO Box 3176, BRISTOL BS3 9FS or email: [data.protection@bristol.gov.uk](mailto:data.protection@bristol.gov.uk)