



**Residents' Parking Scheme  
Application Form for Renewing a Permit/s**

**Section A: Personal details**

Name: .....

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

.....

.....

Post Code: .....

Phone:.....

Email:.....

Permit number:.....

**Section B: Confirmation of address: 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		

**Note: For quarterly payments please divide the above charges by 4 and pay this amount as indicated in Section F.**

\*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:**.....

\*If you are renewing the same vehicle/s as before you do **not** need to send the V5C but we **do** need your existing permit/s number/s. Please write your permit numbers here:

.....  
 .....

**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 100, 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 51 permits you will be able to order up to 49.

**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 at [www.bristol.gov.uk](http://www.bristol.gov.uk)

**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.gov.uk/nfi](http://www.bristol.gov.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: Make your payment

**It is important that you pay for your permit (if applicable) before submitting this form. Failure to do so will cause a delay to your application.**

- Online at <https://www.bristol.gov.uk/pay> your reference number is your Unique Property Reference Number (See **Section B**)
- Cheque or Postal Order made out to Bristol City Council. Please write your name, address and Unique Property Reference Number on the back.
- Quarterly Instalments. Please use one of the above methods to make your quarterly payment. Please note that this is not a recurring payment so your permit will need to be renewed each quarter.

## Section H: Checklist

Before you submit this 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 one of the documents listed in **Section B** confirming that the registered keeper of each car being applied for is a current resident.
2. Provided a copy of **Page 2** of the V5C or Lease/Contract Hire agreement for every new vehicle that needs a permit. If it is a company car you also need to provide a headed letter from your employer confirming your use of the car. **This only applies if the vehicle is different from your last permit.**
3. Made the relevant payment.
4. Signed the declaration in **Section F**

## **Section I: How to submit your application**

Once you have completed this form please visit <https://www.bristol.gov.uk/rpsdocuments> and follow the on screen instructions.

Please have all of the supporting documents listed in **Section I** ready at this stage and ensure that any payment has been made. This will submit your application instantly. You will receive a confirmation email once successfully submitted.

Alternatively you can print the form and send it along with your supporting documents to:

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

We aim to process all applications within 15 working days of receipt of a fully complete application. Please allow extra time if submitting an application by post.

If you are unable to supply all of your supporting documentation at this stage you can still submit your application and then provide the documents when possible using <https://www.bristol.gov.uk/rpsdocuments>

If you submit an application without all of the supporting documents we will register the application and send an email informing you of what we require to issue the permit. Your application will be kept on file for 28 days from the date of the email.

## **Section J: 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 us at the following web page:

<https://www.bristol.gov.uk/contactrps>

## **Section K: Privacy**

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/rpsprivacynotice> or contact: Senior Data Protection Officer, Bristol City Council, ICT Commissioning and Information Governance, PO Box 3176, Bristol, BS3 9FS or email: [dataprotection@bristol.gov.uk](mailto:dataprotection@bristol.gov.uk)