



## Application form for a parking permit in the Controlled Parking Zone (CPZ)

Please read all the information below before completing the form.

### Eligibility

- Proof of residence applies to your usual place of abode which must be within the CPZ and **not** a second home.
- You need to be able to show that the residence is a fully self-contained household unit with no shared facilities.
- The property must not have or have access to an off-street parking place, for example, a driveway, garage or underground parking.
- You **must** be the registered keeper of the vehicle as defined on the DVLA vehicle (V5) registration document. If the vehicle is owned by a company you will need to produce the V5 naming the company as the registered keeper together with an official letter from the company naming you as the authorised user of the vehicle.
- Permits are only available for vehicles that have a PLG (Private Light Goods) Road Fund taxation classification.

### Where this does not apply

- It does not apply to student halls of residence or developments with planning permission granted after 13 October 2005.

### How to Apply

- Complete the form attached ensuring all relevant sections and any copies of required proof are supplied. **Do not** send original documents. We reserve the right to request additional information at any stage of the application process.
- Please allow 15 working days for the application to be processed.

**Cost of Permit** (payment does not guarantee a permit will be issued)

New/renewal £50 per year

### Payment Options

- **Cheque** – made payable to Bristol City Council with the permit address written on the back of the cheque. Send the cheque payment with your completed application form.

- **Payment by debit/credit card or cash** – you can make payment by this method once your application has been approved and you have been issued with a **payment reference number**.

#### How it works:

- Only **one** permit will be on issue per household at any one time. However, an additional vehicle registration number can be added. The vehicle not displaying the permit would have to comply with the parking regulation in force at the time of parking.
- **Waiting lists:** The council has a duty to ensure road space is managed efficiently; this includes the management of parked vehicles. In areas of high demand for parking we reserve the right to place applicants on a waiting list.
- Permits are valid for a maximum 12 month period.
- The permit must be clearly displayed in the front windscreen of the vehicle.
- The permit is valid at all times Monday to Sunday in the marked parking bays only, in the streets that are indicated on the permit.
- Failure to display the permit; use in streets/car parks not listed on the permit or in parking bays/areas that have been suspended, may result in the issuing of a Penalty Charge Notice and possible removal of the vehicle. **The permit does not guarantee a space nor allow parking on single yellow lines, during their hours of operation, or on double yellow lines, at any time.**
- **Renewal:** Renewal reminders are not sent out so please submit a new form 4 weeks before your permit expires. Forms available from [www.bristol.gov.uk/RPS](http://www.bristol.gov.uk/RPS)
- **Replacements:** If you need a replacement permit please contact Parking Services. There is a £5 charge to replace lost or damaged permits.
- **Change of Address:** A new application must be made. A new permit will be issued only on surrender of the existing permit and there being available parking spaces in the new area.
- **Refunds:** Refunds can only be given for full remaining months. To claim a refund the permit must be returned with details of where we should send the refund to.
- **Returning Permits:** If you move out of the area you must return the permit.

**THESE NOTES ARE FOR GUIDANCE ONLY.** Any point of clarification will be made by reference to the relevant Traffic Regulation Order. If you want to see a copy please write to Parking Services, Permits Team (3125) PO Box 3716, Bristol BS3 9FS or use the contact form at <https://www.bristol.gov.uk/parking/contact-residents-parking>



## Application Form for a Permit for the CPZ

### Section A: Personal details

Name: .....

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

.....

.....

Post Code: .....

Phone: .....

Email: .....

### Section B: Details of property

Type of property:     Flat     House

Other: .....

Does this property have any form of off-street parking assigned to it:     Yes  
(Driveway, garage or underground parking space)     No

Does the property have any form of shared facilities:     Yes  
(Kitchen, Bathroom, Lounge)     No

#### Proof of residence:

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 supply any further proof if you are shown as resident*)

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

- **Current** Council Tax Documentation
- **Current** Signed Tenancy Agreement
- **Current** Council or Housing Association Rent Book, or
- **Current** Solicitors letter confirming proof of purchase of residential/premises for own occupation (and not sub-letting)

**Section C: Details of Vehicles**

- 1. Vehicle Registration No: .....  
Make: ..... Model: ..... Colour: .....
- 2. Vehicle Registration No: .....  
Make: ..... Model: ..... Colour: .....

Please supply a copy of page 2 of your V5C naming you as the registered keeper. In the case of a second vehicle this must be in your name or the name of another resident at your address.

If your vehicle is a company owned vehicle, you need to produce the vehicle registration document naming the company as the registered keeper together with an official letter from the company naming you as the authorised user of the vehicle.

**Section D: Details of permit requested and payment**

- First Permit Application £50 [ ]
- Renewal of expired Permit £50 [ ]

[ ] I wish to pay by debit/credit card (ensure you have included an email address and telephone number in Section A so we can confirm your payment reference).

[ ] Cash **please do not send cash**, (ensure you have included an email address and telephone number in Section A so we can confirm your payment reference).

[ ] Cheque, please attach cheque

**Section E: Declaration**

- 1. I hereby certify that my usual place of abode is at the address shown in Section A.
- 2. I undertake to return my parking permit if I cease to reside at the address shown in Section A, or cease to keep or use the vehicle, the registration number of which is shown in Section C.
- 3. I certify that I do not already have a parking permit issued by Bristol City Council.
- 4. I confirm there is no off-street parking located at the address shown above.
- 5. I declare that all the information I have given in this application form is correct.
- 6. This authority 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.

Signature: .....

Date: .....

Print Name: .....

## **Section E: 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 ready at this stage and ensure. This will submit your application instantly. You will receive a confirmation email once successfully submitted.

Your application will be assessed within 15 working days and if successful you will receive a payment reference number and further instructions.

If you application is unsuccessful we will inform you within 15 working days.

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

Bristol City Council  
Parking Services (100 Temple Street)  
PO Box 3399  
Bristol  
BS1 9NE

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>

## **Section G: 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 (City Hall), PO Box 3399, Bristol, BS1 9NE or email: [dataprotection@bristol.gov.uk](mailto:dataprotection@bristol.gov.uk)