



**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: 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 H: What do I do now?

Once you have completed this form, provided you do not need to include any documentation, you can scan and email it to us at: [parking.permits@bristol.gov.uk](mailto:parking.permits@bristol.gov.uk) or send it to us at:

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

### Section I: 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 *new* vehicle that needs a permit or the permit number of vehicles previously registered
3. Either enclosed payment **or** made arrangements to pay online or at a Bristol City Council Customer Service Point (CSP)
4. Signed the declaration at **Section F**

### 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

## **Bristol City Council - Privacy Statement**

### **What we do with your personal data**

Your privacy is important to us and we take great care to protect it.

We collect your personal details when you fill in a form, write a letter or send an email to us.

When you give us your information we will:

1. Use your details to provide other council services when you need them and combine them into one single record containing your basic details and information about your transactions.

This will help you because you won't have to repeat the same basic information each time you contact the council. It also helps us to deal with your requests more quickly and tailor our services to meet your needs, by sharing your basic details within the Council.

If you wish to opt out of the sharing of your basic details for this purpose, please contact the Data Protection/Freedom of Information Team at [foi@bristol.gov.uk](mailto:foi@bristol.gov.uk) or by writing to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol, BS1 5TR.

2. When we use authorised contractors or partner agencies (for example other councils or organisations) to deliver a service you have requested we will give them your details.

These contractors and organisations use the same security standards as the council and we will only pass them your details with your permission and only when you need a service that they provide on our behalf. They are not allowed to share your details with anyone else for any other purpose.

3. Give your data to the Audit Commission and other bodies so they can use it to match against computer records held by other public bodies.

This data is usually your personal information. Data matching allows them to spot potentially fraudulent claims and payments. For more information about this please visit <http://www.bristol.gov.uk/page/council-and-democracy/audit-commission-national-fraud-initiative-nfi-and-other-data-matching>

We may also share your information without asking you if:

- the law says we must,
- there is a risk of serious harm or threat to life.

We will always ask you before we use it for any other reason and would only use it for marketing purposes with your prior consent.

To help answer any questions you may have about how we handle your information we have created a Frequently Asked Questions sheet which can be accessed via the privacy pages on our website [www.bristol.gov.uk/page/council-and-democracy/privacy-statement-what-we-do-your-personal-data](http://www.bristol.gov.uk/page/council-and-democracy/privacy-statement-what-we-do-your-personal-data).

### **How to see the information we hold about you:**

Under the Data Protection Act 1998, you can ask us for the following information:

- clarification that your personal data is being processed by the Council,
- a description and copy of the personal data,
- the reasons why the data is being processed,
- details of who we have or might give it to.

If you wish to see information held by the Council about you, please make a data protection request by email at [foi@bristol.gov.uk](mailto:foi@bristol.gov.uk) or by writing to The Data Protection Officer, Bristol City Council, City Hall, College Green, Bristol, BS1 5TR, and they will send you the appropriate form and advise you of the process and fee for this service.