



Please write the RPS area code for the person receiving care (e.g. BA for Bower Ashton, CN for Cotham North) in this box

Residents' Parking Scheme

Application form for a free Essential Visitors' Permit (EVP)

Please complete all sections of this form. Your application and the issue of a permit may be delayed if the form is incorrectly or partially completed or if the relevant confirmation is not supplied.

Section A: Personal details

Name of resident requiring care:

Resident's address:

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.....

.....

Post Code:.....

Please tell us who to contact if we need to clarify anything on this form:

.....

Your phone:

Your email:

Section B: We need to confirm your address before processing your request.

Please mark **X** in the box if you consent to us using the Council Tax database to check the personal details of the resident applying for the permit (*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)

Section C: Evidence of care needs

Long term care

If you or the resident in Section A has long term care needs and requires the attention of a carer(s) during the operating hours of the scheme, you can ask for a free EVP to pass between carers. The resident will keep the EVP when it is not being used by carers to visit.

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

- Letter from the Department for Work & Pensions (DWP) confirming the resident receives Attendance Allowance, or
- Letter from the Pension Service confirming the resident receives Attendance Allowance, or
- Letter from the DWP confirming the resident receives the Care element of the Disability Living Allowance (DLA) or the Daily Living Component of the Personal Independence Payment (PIP), or
- Letter from the DWP confirming your carer is in receipt of Carers Allowance for providing your care

If you, or the person you are applying on behalf of, has long term care needs but you/they are not in receipt of one of the allowances listed above, please provide details below and include any evidence you have (e.g. a care plan, or invoice from a care provider). We may contact you for further information or permission to contact your healthcare provider.

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Short term care

If you, or the person you are applying on behalf of, has short term care needs (e.g. short term support after being discharged from hospital) we can provide a free, *quarterly* EVP. Please provide details of your care needs below and include any evidence you have (e.g. a care plan, or invoice from a care provider). We may contact you for further information or permission to contact your healthcare provider.

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Section D: Number of care visits required

Please tick each of the days when care visits will be required:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you need to provide permits for more than one carer to visit at the same time, then we can provide additional free Visitors' Permits (scratch cards), based on the needs defined in your care plan.

If more than one carer will be visiting *at the same time* tick how many will attend on which day:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section E: 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 the usual place of abode for the resident needing the permit
- I undertake to surrender the permit/s if the permit holder ceases to reside at the address shown in Section A
- I understand that I must promptly inform Bristol City Council of any changes that may affect the entitlement to an Essential Visitors' Permit
- 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
- or contact the Permits Team on 0117 922 2600.

Please print your name:

If you are not the resident in Section A, please state your relationship to the resident.....

.....

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 that we hold that relates to you, please write to the Data Protection address shown

Section F: What do I do now?

Once you have completed this form, you can upload it to our website by visiting www.bristol.gov.uk/rpsdocuments or you can print and post it to:

Bristol City Council (Permits)
Parking Services
PO Box 3399
Bristol BS1 9NE

Section G: 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 resident requesting an essential carer permit
2. Provided a copy of the documentation requested in **Section C**
3. Signed the declaration at **Section E**
4. No payment is required

Section H: 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 3399, Bristol, BS1 9NE or email: dataprotection@bristol.gov.uk

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 or call us on 0117 922 2600