



Office Use Only	
Date Processed	
Residence Verified	
Vehicle Verified	
Permit Issued	
Cheque/.Card	
Paid £10/£70/£90	

RENEWAL APPLICATION FOR A RESIDENT’S VIRTUAL (paperless) PARKING PERMIT

Section 1: Particulars of applicant (Please complete all sections fully and in BLOCK letters. We cannot complete your application without all of the details below.)

(a) Surname Mr Mrs Miss Ms

(b) Forenames in full

(c) Address

Postcode (e) email address

(d) Mobile number Home phone number

(f) Do you live full time at the above address Yes No

Particulars of vehicle for which the permit is required

(a) **Vehicle registration number**

(b) Vehicle Make.....Vehicle Model.....

(c) Name of registered keeper (if different from applicant)

Name

Address

Postcode

Does the overall height of the vehicle exceed over 2.28 metres (7 feet 6 inches) in height? Yes No

- Permit Required
- Resident Parking Permit – 1st permit £10.00
 - Resident Parking Permit – 2nd permit £70.00
 - Resident Parking Permit – 3rd permit £90.00

Section 2: Proof

Copies of the required documents must be provided with every application made. Incorrect documents provided may cause a delay in processing the resident permit. You must demonstrate that you live at the eligible address and that the vehicle is yours to drive.

Central Bedfordshire Council
 Parking Services
 The Council Offices
 High Street North, Dunstable
 Bedfordshire LU6 1LF

Telephone 0300 300 8005
Email parking@centralbedfordshire.gov.uk
 www.centralbedfordshire.gov.uk

Please supply a photocopy of all of the following documents:

:

1. **Vehicle Registration Document** (*V5 with your name and address for the zone you are applying for*). If the vehicle is registered in the name of another member of your household then you must also supply a letter from the keeper in support of your application. If the vehicle is a company car and you do not have access to the registration document then you must supply a letter from the company stating your address and confirming that you are authorised to keep the vehicle at your residential address.

2. **Driving Licence.**

3. **Current Council Tax bill or current Tenancy Agreement or current front page of Solicitors Letter.**

Section 3: Payment

Please indicate method of payment:

- Either enclose a cheque payable to **Central Bedfordshire Council** £ _____
- Telephone the office to make card payment except American Express.
- Request a telephone call from the Parking team to take payment

This permit is virtual (paperless) therefore a permit is not required to be displayed. Confirmation will be sent when the permit is activated via email, telephone or post.

Declaration

In making this application I hereby certify that I live at the address above. That all information supplied is correct and I wish to apply for a resident's parking permit for the vehicle. I understand that I will be only entitled to one permit. Any permit issued to me by the council for the vehicle (and that any subsequent issue of a permit) is conditional upon my surrendering to the council the permit should:

1. Cease to be a resident within the area (i.e. parking zone) specified within the traffic order.
2. Cease to own the vehicle or be the user of the vehicle by consent of the registered keeper.
3. Receive a duplicate permit under the necessary provision

SIGNATURE..... DATE/...../.....

Section 4: Data Protection

Central Bedfordshire Council is registered under the General Data Protection Regulation (GDPR) 2016 and subsequent data protection legislation (i.e. Data Protection Act 2018) for the purpose of processing personal data in the performance of its legitimate business. Any information held by the Council will be processed in compliance with the six principles of the GDPR. The information will be secured securely with access limited.

This authority is under duty to protect the public funds it administers, and to this end may use the information you have provided on this form within this authority for the collection of funds and the prevention and detection of fraud. We may also share this information with other bodies e.g. Imperial Civil Enforcement Solutions Ltd (ICES) and Equita Ltd, administering public funds solely for these purposes. If you are unhappy with your information being shared you can under certain circumstances ask for it not to be shared or be deleted. Contact the information governance team for more information.

To view our privacy notice www.centralbedfordshire.gov.uk/data

Section 5: Notes

Applying for a Resident's Parking Permit

You can only apply for a resident's parking permit if you live in the resident's zone in the district. Visitor permits are available to short term visitors, friends or relatives who are not resident at your address.

Permit

Your permit will start as soon as we have processed your application form and taken payment. Confirmation will be sent when the permit has been activated via email.

Parking zones

There are a number of parking zones in the district. Your permit will cover the zone you live in. A permit will let you park where you see resident parking signs. If there are no free parking spaces it does not allow you to park on any other restrictions for example double or single yellow lines.

Making an application

We can only issue you a virtual permits if you:

- answer all the questions on the form and send us all the documents we ask for.

Need help?

If you need help please contact us via email at parking@centralbedfordshire.gov.uk or by telephone the Parking team on 0300 300 8005, Monday – Thursday 9.00am – 5.00 pm and Friday 9.00 am – 4.30pm (except bank holidays).

Warning

You may be prosecuted if:

- You give false information or you use a permit you are not entitled to.

You may be issued with a Penalty Charge Notice if you fail to:

Purchase a valid permit or park other than in a permit bay/area in the zone

Motorcycles

Motorcycles do not require permits to park in the residents parking zone.

Renewals

Responsibility rests with the permit holder for renewing a parking permit. A renewal application can be processed up to 3 weeks before the expiry date.

Refunds

We regret that once a resident permit is issued there can be no refund.