

Office Use Only	
Date Processed	
Residence Verified	
Vehicle Verified	
Permit Issued	



## APPLICATION FOR A CHANGE OF VEHICLE 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 the details in bold.)

(a) Surname		Mr Mrs Miss Ms	
(b) Forenames in full			
<b>(c) Address</b>			
<b>Postcode</b>		<b>(e) email address</b>	
<b>(d) Mobile number</b>		<b>Home phone number</b>	
<b>(f) Do you live full time at the above address</b>		Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Particulars of vehicle for which the permit is required

Please note – permits cannot be issued to vehicles over 2.28 metres (7 feet 6 inches) in height.

(a) Vehicle registration number		.....
(b) Vehicle Make.....	Vehicle Model.....	.....
(c) Name of registered keeper (if different from applicant)		
Name		
Address		
Postcode		
I apply to change the vehicle on my permit.		

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

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

Please return this application form, copy of V5 to Central Bedfordshire Council, to the address below. This permit is virtual (paperless) therefore a permit is not required to be displayed. Confirmation will be sent via email, telephone or post when the permit has been activated.

#### 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

## Section 2 Proof

You must demonstrate that you live at the eligible address and that the vehicle is yours to drive. You can do this by enclosing the following:

1. A photocopy of your **Vehicle Registration Document (V5)**. 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 there.

The above documents must be in your name and show the eligible address. If they are not enclosed with your application then this will cause a delay and you may receive a Penalty Charge Notice. If you are unable to meet this requirement please send an email to [parking@centralbedfordshire.gov.uk](mailto:parking@centralbedfordshire.gov.uk) or telephone on 0300 300 8005.

## Section 3 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](http://www.centralbedfordshire.gov.uk/data)

## Section 4 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 Charges

12 months £10/£70/£90 (please delete)

Your permit will start as soon as we have processed your application form. Confirmation will be sent when the permit has been activated via email, telephone or post.

## **Parking zones**

There are a number of parking zones in the district. Your permit will cover the zone you live in. A permit cannot be issued to a vehicle that has a permit for another zone.

## **Making an application**

We can only create you a virtual permit if you:

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

## **Need help?**

We're here to help call us on 0300 300 8005 Monday – Thursday 9.00am – 5.00 pm, 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, or;

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

clearly display a valid permit or park other than in a permit bay in the zone

## **Before you send your application**

Check that:

- you have answered all the questions on the form;
- you have enclosed the correct documents;
- your name and address are the same on each document and show current address;
- you have enclosed payment.

## **Refunds**

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