

FORM FOR ALL PERMIT CHANGES, REPLACEMENTS OR REFUNDS

PART 1 - YOUR DETAILS

Title: Mr Mrs Miss Dr Other (Please state) _____

Surname: _____ First name: _____

Business name (business permits only) _____

Address: _____

Post Code: _____

Email address: _____

PART 2 - YOUR EXISTING PERMIT DETAILS

Permit Number: _____ OR Vehicle registration: _____

PART 3 - CHANGE OF VEHICLE (PLEASE ENSURE YOU ENCLOSE YOUR CURRENT PERMIT)

The charge of £20 is now made for all changes to permits

Vehicle registration number: _____

Vehicle make: _____ Type: _____ Colour: _____

Are you the owner or primary user and keeper of the vehicle? Yes No

Is the above address still your primary residence (four nights a week, min. 13 weeks)? Yes No

Please provide proof of the vehicle ownership, selecting the option appropriate to you:

For privately owned or leased vehicles, **ONE** of the following:

DVLA issued V5C registration certificate in your name at the address in the controlled zone.

Insurance documents showing the vehicle details, you as a named driver and the address in the controlled zone. Please bring all parts of the documents if this is not shown on one sheet.

A formal hire or lease agreement for that vehicle, in your name showing the above address.

A bill of sale in your name at the address above (can only be used as evidence for this change)

For a vehicle owned by your employer or business you must provide, **BOTH** of the following:

DVLA issued V5C registration certificate in the company name.

A letter from the company on headed paper confirming you are the keeper of the above vehicle and confirming your address in the controlled zone. This should be signed by the company secretary, who must not be you, and confirm the vehicle registration number.

For further information about parking, visit www.kingston.gov.uk/parking

PART 3 - PERMIT REPLACEMENT

Please select one of the following replacement reasons.

The permit has been lost and I would like a replacement to be issued. I confirm that if the permit is found, I will forward this to Parking Services.

The permit has been stolen and I would like a replacement to be issued. The Police have given the following crime reference number: _____

The permit has been damaged and I would like it to be replaced. I enclose the damaged permit.

A charge of £20 is made for a replacement of any permit that had a specific vehicle registration on it. We will not replace a permit made out for use in any vehicle but you may obtain a new permit on payment of the full charge applicable to that permit.

PART 4 - PERMIT REFUNDS (PLEASE ENSURE YOU ENCLOSE YOUR PERMIT)

Residents Permit: We will refund any permit that has more than 3 months remaining from the date of surrender except for operational parking permits. Refunds will be made @ £15 for every three months remaining. For example 5 months remaining—refund will be £15. For 7 months refund will be £30.

Business Permit: We will refund any permit that has more than 3 months remaining at the date of surrender. For 1st Business Permit refunds will be made @ £60 for every 3 months remaining. For second permit the refund rate is £90 for every 3 months. For 3rd permit the refund rate is £120 for every 3 months remaining. For example for 1st Business permit if there are 5 months remaining—refund will be £60. For 7 months the refund will be £120 and so on.

For visitor vouchers:

Resident visitor permits are refunded at £4 for each complete book, business visitors at £8

If your address has changed or you wish us to post the payment to a different address, please advise of the new address. Please note we can only make a refund out in the name of the permit holder.

Address: _____

Post Code: _____

Please allow up to 28 days for your refund to be issued. Refunds will only be sent by cheque

PART 5 - DECLARATION

I confirm that the information that I have provided in this form is true and accurate and accept that if anything I have stated is false or untrue, I may be prosecuted.

Signed: _____ Date: _____

If you have difficulty reading this document because of a disability or because English is not your first language, we can help you. Please call our helpline on 020 8547 5757 or ask someone to call on your behalf.

OFFICE USE: Received _____ Issued _____ By _____ Cost £ _____ Postal/Personal