

# 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](http://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)

We will refund any permit that has more than one month remaining on the permit at the date of surrender except for operational parking permits. We also offer refunds for complete books of visitor parking permits. Refund rates vary depending on the initial cost of the permits purchased:

#### For our term permits purchase prior to March 2011:

Resident permits are £4 for each complete month remaining.

1st Business Permits are £6 for each complete month remaining and £10 for a 2nd permit.

#### For our term permits purchased from March 2011 onwards:

Resident permits are £5 for each complete month remaining.

1st Business Permits are £20 for each complete month remaining and £30 for a 2nd permit.

#### 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: \_\_\_\_\_

### 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