



Guidance Notes: Change of Vehicle/ Replacement Parking Permit Application Form

Parking Services
P O Box 2179,
Riverside House
Milverton Hill,
Leamington Spa,
CV32 5QG

Please complete the attached application form if you wish to change your vehicle details on your existing Resident Permit and/or your existing Resident or Visitor Permit has been Lost, Stolen or Damaged.

Please tick the applicable box(es) for the permit you wish to alter.

To change vehicle registration details on an existing Resident Parking Permit

Please complete, Parts 1, 3, 4, 5 and 6.

If you have also lost your existing permit please complete Part 2.

Lost/Stolen/Damaged Resident Parking Permits

Please complete all sections of the form, Part 1 – 6.

Lost/Stolen/Damaged Visitor Parking Permits

Please complete Part 1, Part 2, Part 5 and Part 6 only.

Part 1 - Residency Details

Please complete your full name and address details to include how long you have lived at the property and a daytime telephone number and email address.

We will only use the contact details to contact you if there is a problem with your application in order to prevent a delay in the issue of the permit.

Part 2 - Proof of Residence

In order that we can issue, you with a permit, we require proof that you reside at the address. We will only accept a copy of one of the documents listed below; documents provided must show the name and address as completed in Part 1.

- Council Tax Bill or Water Bill (this must be the last bill you received from your provider)
- Bank Statement or Utilities Bill (gas, electric or landline telephone) and must not be more than 3 months old
- Current Driving Licence
- Current Tenancy Agreement which must be signed by both you and your landlord
- Solicitor's Completion Letter if your property has been purchased in the last month.

Part 3 - Vehicle Details

Please complete the vehicle details for the vehicle for which you wish to apply for the permit.

If the vehicle is a company vehicle then we will require a letter from your employer on Company Letterhead, confirming the vehicle is owned or leased by them and that you are the sole keeper and user. We will also require a copy of the Vehicle Registration Document (V5C) or Lease Agreement to be provided from your employer.

Overleaf/.....

Part 4 - Proof of Vehicle Ownership

In order that we can issue a permit we will need to see proof that the applicant either owns the vehicle or is insured to drive the vehicle.

We will accept a copy of one of the following documents which must show the applicants name and vehicle registration number. (we are not checking the address here)

- Vehicle Registration Document (V5C)
- Current **Certificate** of Motor Insurance
- Hiring/Leasing Agreement
- Official Bill of Sale (if the vehicle has been purchased in the last month)
- If you drive a company vehicle, we will require a letter from your employer on Company Letterhead, confirming the vehicle is owned or leased by them and that you are the sole keeper and user of the vehicle. We will also require a copy of the Vehicle Registration Document (V5C) or Lease Agreement to be provided from your employer.

Part 5 - Payment

Please enclose a cheque/postal order for the correct amount made payable to Warwick District Council.

- Charge for Replacement Permit due to Change of Vehicle Details is £5.00
- Charge for Replacement Permit due to Loss, Theft or Damage is £5.00

Please note if you wish to change your vehicle details and have lost your existing permit we will only charge one fee of £5.00.

Part 6 – Declaration

Please read the Terms and Conditions on the reverse of the Application Form before signing and dating the form where indicated. Please note we will not be able to process your application if you have not signed the form and therefore, the issue of the permit will be delayed.

Please post your completed application form, documents and cheque/postal order to **Parking Services, PO Box 2179, Riverside House, Milverton Hill, Leamington Spa, Warwickshire, CV32 5QG**

Currently in the interests of efficiency all applications and renewals will be handled only through the post. Residents applying for renewal of parking permits are asked to allow sufficient time for new permits to be returned before the expiry of the existing ones.

If you would like any further information, please do not hesitate to contact

Parking Services 01926 410410

or see our website

www.warwickdc.gov.uk/parking



Parking Services
P O Box 2179, Riverside House
Milverton Hill, Leamington Spa,
CV32 5QG

For Official Use Only

Date Rec'd	
Permit N^o	

I wish to apply to	<input type="checkbox"/> Change my Vehicle Details I enclose my existing permit	Permit N ^o
And or report my	<input type="checkbox"/> Resident Permit	<input type="checkbox"/> Visitor Permit
<input type="checkbox"/> Lost	<input type="checkbox"/> Vehicle Registration as on lost permit	<input type="checkbox"/> Damaged
		<input type="checkbox"/> Stolen

In the case of a stolen permit, please give the Police Crime Report Number.....
 And the name of the Police Station where the theft was reported.....

Part 1 - Residency Details	Mr/Mrs/Miss or other title	First Name
Address		Surname
		Post Code
How long have you lived at this address?	Daytime Telephone N ^o	Email Address

Part 2 - Proof of Residence	Please supply ONE COPY of the following listed below, which MUST show your Name & Address as in (Part 1).	
<input type="checkbox"/> Council Tax Bill or Water Bill (latest bill received)	<input type="checkbox"/> Bank Statement (Must not be more than 3 months old)	
<input type="checkbox"/> Utilities Bill (gas, electric, landline telephone), (Must not be more than 3 months old)	<input type="checkbox"/> <u>Current</u> Tenancy Agreement (MUST be signed by Both you and your landlord)	
<input type="checkbox"/> Driving Licence	<input type="checkbox"/> Solicitors Completion Letter (if property purchased within the last month)	

Part 3 - New/Existing Vehicle Details	Are You the registered owner? Yes <input type="checkbox"/> No <input type="checkbox"/>
Registration N ^o	If no, who is the registered owner? (name and address)
Make and Model	

Part 4 - Proof of Vehicle Ownership	Please supply ONE COPY of the following as listed below (address NOT required but MUST include your name)
<input type="checkbox"/> Vehicle Registration Document (V5C)	<input type="checkbox"/> Letter from employer on Company Letterhead (if the vehicle is a Company car) confirming the vehicle is owned/leased by them & that you are the sole keeper and user of the vehicle together with a copy of the Registration Document/Lease Agreement from your employer
<input type="checkbox"/> <u>Current</u> Certificate of Motor Insurance	
<input type="checkbox"/> Hiring/Leasing Agreement	
<input type="checkbox"/> <u>Official Bill of Sale</u> (see Guidance notes)	

Part 5 - Payment	I enclose a cheque/postal order payable to Warwick District Council for: (Please see Guidance Notes for the cost for each permit) £ <input type="text"/>
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Part 6 - Declaration
I hereby declare that the information I have given is true and correct to the best of my knowledge. I have read and agree to the terms and conditions as stated overleaf:
Signature..... Date.....

TERMS AND CONDITIONS OF USE

1. Responsibility for the renewal of each permit rests with the permit holder. Replacements can be applied for up to 1 month prior to the expiry date. Please allow sufficient time for replacement permits to be supplied before the expiry of the existing permit.
2. All permits are issued dated from the 1st of the month.
3. Residents and visitors must park wholly in the parking places marked out on that road.
4. The permit must be fully and clearly displayed in the windscreen, preferably on the nearside of the vehicle that the permit was issued for.
5. Permits entitle residents and visitors to park within the zone as specified on the permit (see zone numbers on the parking restriction signs) they do not guarantee a space outside your property.
6. Vehicles must be parked in the proper manner (ie, close to and parallel to the kerb). Failure to do so may result in Police or Council enforcement action.
7. Please ensure that when visitors leave, you recover the permit.
8. Resident Permits are not inter-changeable between vehicles, if you change your vehicle please complete a Change of Vehicle/Replacement Parking Permit Application Form and return it along with the appropriate documentation and your current permit. Please see Guidance Notes for the application form for further information. A replacement permit will be issued to cover the remainder of the period for which the previous permit was valid. An administration charge of £5:00 will be made.
9. Should a permit be lost, a replacement can be issued at a cost of £5:00 (only 1 permit will be replaced in any 12 month period) please complete a Change of Vehicle/Replacement Parking Permit Application Form and return it with the appropriate documentation. Please see Guidance Notes for the application form for further information.
10. The permit must be surrendered to the council in the event of any of the following circumstances occurring, a) if you cease to reside at the property b) if you sell or dispose of the vehicle shown on the permit c) the council withdraws the permit or it ceases to be valid for any other reason.
11. A permit which is surrendered, will only qualify for a pro rata refund where at least six whole months are remaining. An administration charge of £5:00 will be made.
12. Failure to fully and clearly display a valid current permit may result in a Penalty Charge Notice being issued to the registered vehicle owner.
13. Vehicles over 3050kg unladen are not eligible for permits within the Residents Parking zones.
14. The information provided in the application form must be correct. It is an offence to knowingly make false statement for the purpose of procuring a permit and may result in a prosecution being initiated.
15. Inappropriate use or abuse of a permit may result in the withdrawal of that permit.
16. Cheques should be made payable to Warwick District Council and not post dated.

Warwick District Council is under a duty to protect funds it administers and to this end may use the information you have provided on this form 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 please visit www.warwickdc.gov.uk/dataprotection