

Application for RESIDENTIAL/VISITOR PARKING PERMIT CITY ONLY

Nottingham City Council
Parking Regulation & Compliance
PO Box 10169
Nottingham NG1 9HS
Tel: 0115 876 1966
Email: residents.permits@
nottinghamcity.gov.uk

A MAXIMUM OF 3 PERMITS WILL BE ISSUED TO EACH HOUSEHOLD. THIS CAN BE ANY COMBINATION OF RESIDENTIAL & VISITOR PERMITS.

- This application form should be completed only by the person who lives permanently at the named address.
- The permit is valid for a period of 2 years.
- To renew your permit you must complete this form at least 4 weeks before your old one expires.
- When changing your vehicle, please return your old permit along with a **COPY** of the new **Certificate of Motor Insurance**. You do not need to complete a new form if your permit is still valid.
- Please note if you lose any of the permits issued to the property any replacement will incur a charge of £25 per permit.
- **Please note that only the original permit must be displayed in the windscreen of the vehicle.**
- Permits must not be photocopied, reproduced or amended otherwise a penalty charge notice will be served.

PART I: Personal Details

Have you previously applied for a permit for this address?

Yes

No

New Occupier

THIS INFORMATION MUST BE COMPLETED IN ALL CASES

Surname (Mr, Mrs, Miss, Ms, Dr):

Forenames (in full):

Address:

.....

.....

Postcode: Telephone Number:.....

1. Please supply the following for resident/visitor permit

A photocopy of proof of residency e.g. utility bill (mobile phone bills will not be accepted), motor insurance policy dated within the last three months, or a valid driving licence.

2. You **must** also provide a valid **Council Tax bill** or if you do not have a valid **Council Tax bill** for this financial year please **confirm your agreement for us to contact the Council Tax Section directly by signing and dating the statement below.**

I authorise Parking Regulation & Compliance to contact the Council Tax Section on my behalf in respect of my application for a residential parking permit.

Signed: Dated:

Please note: all documents are destroyed once permit is processed. **DO NOT SEND ORIGINAL DOCUMENTATION.**



Nottingham
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PART II: RESIDENTIAL PERMIT DETAILS

Please tick the box if you require a RESIDENTIAL PARKING permit to park your own vehicle:

You must provide a copy of your CERTIFICATE OF MOTOR INSURANCE for the vehicle.

Please note: all documents are destroyed once the permit is processed. DO NOT SEND ORIGINAL DOCUMENTATION. Please be aware if you do not provide all supporting documentation as requested your permit(s) may be delayed.

PERMIT ONE: PERMIT

a) Vehicle Registration number

b) Make:

Model:

If you require a second permit you must complete another application form.

PART III: VISITOR PERMIT

If you require a VISITOR(S) permit please indicate how many

Please note that a visitor permit **MUST** not be used for convenience parking i.e. as an additional permit.

PART IV: DECLARATION BY APPLICANT

- a) I certify that I live at the declared address, and wish to apply for a parking permit as described above.
- b) I understand that any permit issued to me is conditional on my informing Nottingham City Council and surrendering the permit in the following circumstances:
 - 1) Moving from the declared address
 - 2) Selling or changing vehicle identified in Part II of the application
 - 3) The issue of a duplicate permit
 - 4) Adaption of the vehicle, or change in its use, so that the details given in Part II of the application are no longer correct
- c) **I understand that the permit must NOT be photocopied/reproduced or amended, otherwise the permit will be revoked and no further permits will be issued.**
- d) I understand that the information supplied by me on this form will be maintained by the local authority and will not be disclosed to any other party save those who are responsible for the enforcement of parking restrictions, those responsible for discounts for congestion charging or otherwise as the law allows.
- e) I understand that Nottingham City Council reserves the right to revoke any permit issued to holders found defacing, photocopying or reproducing this in any way.
- f) I understand that the permit will be revoked if the user is abusive to any authorised officers.

Signature Date

WARNING - ANY PERSON KNOWINGLY MAKING A FALSE STATEMENT TO FRAUDULENTLY OBTAIN A PERMIT IS LIABLE TO A FINE NOT EXCEEDING £2,500 (SECTION 115/2 ROAD TRAFFIC REGULATION ACT 1984)

GENERAL DATA PROTECTION REGULATIONS (EU) (2016/679) AND DATA PROTECTION ACT 2018

The personal information obtained from your application is for the purpose of issuing a Permit. For further information on how we use and share your data please visit www.nottinghamcity.gov.uk/privacy-statement.