

Application for STUDENT 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 student and visitor permits.

- This application form should be completed only by the person who lives in the scheme at the named address during the academic year i.e. 1 August to 31 July.
- The permit is valid for one academic year.
- To apply for your permit you must complete a form at least 4 weeks before the date required.
- There is a charge of £100 for each student and student visitor permit.
- If your permit is lost or stolen there is a charge of £100 for its replacement.
- There is a charge of £25 to change the registration number of 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.

PART I: Personal Details

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

Forenames (in full):

Term time address:

.....

Postcode: Telephone Number:

Have you previously applied for a permit for this address?

Yes

No

1. Please enclose a **photocopy** of proof of residency. This must be a valid Tenancy Agreement.

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

Please fill in your home address if you require correspondence/parking permits to be sent there.

Address:

.....

Postcode: Telephone Number:

You MUST provide documentation to support your application. DO NOT SEND ORIGINAL DOCUMENTATION



Nottingham
City Council

PART II: STUDENT PARKING PERMIT DETAILS

Please tick the box if you require a parking permit to park your own vehicle.

a) Vehicle Registration number

b) Make: Model:

Please enclose a photocopy of the CERTIFICATE OF MOTOR INSURANCE with you as a named driver

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

PART III: STUDENT VISITOR PERMIT

a) Do you require a permit for visitors? Yes No

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

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.

The completed application form and payment should be sent to the address overleaf, together with all required documents.

I declare that all the information given in the application is correct and I understand that a false statement may render me liable for prosecution.

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

PAYMENT METHODS

CHEQUES/POSTAL ORDERS

Name of person signing the cheque (if provided and signed by someone other than the applicant)

Amount Cheque/P.O. Number

Please make Cheques/
Postal Orders payable to
'NOTTINGHAM CITY COUNCIL'

**PLEASE NOTE: CASH IS
NO LONGER ACCEPTED
AS A FORM OF PAYMENT**

CARD DETAILS

Only complete the details below if you are making payment by MASTERCARD, MAESTRO, VISA, card
Please debit my Visa / Mastercard / Maestro / (Delete as appropriate)

Amount: Security Code: Card Expiry Date:

Card Issue Number: Card Number:

Name and address of card-holder, if different from applicant

..... Signed: