

Permit No	
Date of issue	
Expiry date	
Amount paid	
Prepared by	

Parking Service

Replacement/Duplicate Resident Permit – Application Form

Please complete all sections of this form **IN BLOCK LETTERS** and in black ink.

YOUR APPLICATION MAY BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT WILL BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE PREVIOUS PERMIT AND ENCLOSURES ARE NOT ATTACHED.

Part 1 – Your particulars

Surname _____

Mr/Mrs/Miss or other title _____

Forenames in full _____

Date of birth _____

Address _____

Postcode _____

Telephone no. (home) _____

Telephone no. (business) _____

Email _____

Part 2 – Particulars of your new vehicle

Registration No _____

Make and type _____

Colour _____

If the vehicle is a goods vehicle, does the overall height exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes?

☐ Yes ☐ No

Are you the registered keeper? ☐ Yes ☐ No

If no, who is the registered keeper? (name and address)

Postcode _____

Is the vehicle kept and used by you?

☐ Yes ☐ No

Part 3 – Permit type and enclosures

Please send photocopies of documents, wherever possible, as the council is unable to accept responsibility for any documents sent through the post. If you are making your application in person original documentation must be provided.

I am applying for (select one of the following options):

- ☐ **Replacement permit on change of vehicle** - proof of your vehicle is required, refer to Part E of the guidance notes.
I am enclosing vehicle proof (please insert) _____
- ☐ **Replacement permit on change of zone** - you must provide proof of your residence and your vehicle, refer to Part E of the guidance notes
I am enclosing:
residence proof (please insert) _____
vehicle proof (please insert) _____
- ☐ **Duplicate permit** - my permit has been lost/stolen/damaged/not received (delete as appropriate).

Part 4 – Permit details (only complete if your permit has been lost/stolen/damaged or not received)

I declare that parking permit number _____ expiry date _____ issued to me in respect of vehicle registration number _____ has been LOST/STOLEN/DAMAGED or NOT RECEIVED (delete as appropriate)

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 _____

If the permit has been lost or you do not have a police reference number, you will be asked for further information relating to the whereabouts of the permit/vehicle and checks may need to be carried out. This may delay the replacement of your permit.

Replacement/Duplicate Resident Permit - continued

Part 5 – Payment information

I am applying for (please tick appropriate box)

- ☐ a replacement permit and I am enclosing my current permit – £21.40
- ☐ a replacement permit but my current permit has been lost or stolen (delete as appropriate) – £21.40
- ☐ permit has not been received - no fee
- The duplicate permit must be submitted within 4 weeks of the original permit issue date, otherwise the £21.40 fee will apply.

I enclose cheque/postal order (delete as appropriate):

Amount £

Cheques and postal orders should be made payable to '**Wandsworth Council**' and crossed A/C payee only.

Part 6 – Declaration

I hereby declare that:

The address shown in Part 1 is my principal place of residence.

I am the registered keeper or have sole use of the vehicle shown in Part 2.

I have read and understood the application form and guidance notes prior to signing this declaration.

I do not already hold a current resident permit for a different vehicle OR at another address in Wandsworth.

All the information I have given on this application is correct.

I agree to immediately surrender the permit to the council if

I cease to reside in the Controlled Parking Zone for which the permit has been issued.

I sell or dispose of the vehicle shown on the permit.

The council withdraws the permit or it ceases to be valid for any other reason.

Please check that you have enclosed your payment and the following documents with your signed application form, if required:

- Proof of residence
- Proof of the vehicle
- Permit

Please note that an officer of the council or authorised agent is permitted to contact you or to call at your place of residence, as stated in Part 1 of the application form, at any reasonable time, for the purpose of ascertaining that it is your principal place of residence and that they may request documented proof to that effect. Failure to comply with such a request may result in your permit being withdrawn. It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The council will not hesitate to prosecute and conviction could result in substantial penalties.

Replacements If you require a replacement permit due to a change of vehicle or moving address to another controlled parking zone you will be required to submit an application for a replacement permit. Your permit, payment and relevant documents must be submitted and your two-week temporary cover (if available) should be activated to cover the vehicle while your application is made.

Refunds All complete months remaining on your permit are refundable, provided the permit is returned to the council. The refund is calculated from the date the request and permit are received in these offices. A £10.70 administration fee will be charged and amounts of less than £1 will not be refunded. Please note that the surcharge for postal/in person applications is not refundable. If the permit has been lost, stolen or destroyed and cannot be returned, and you are not providing a police reference number, further checks may need to be carried out. No refund will be issued when a permit is withdrawn due to it being fraudulently obtained or improperly used.

PLEASE NOTE: Resident permits are not valid in off-street car parks, on private roads or housing estates. Permits do not guarantee the use or availability of any space.

I confirm that I have read and understood the declaration above and I enclose payment and proof/permit (if required) with this form. The declaration must be signed by the person named in Part 1.

Signature: _____

Date: DD / MM / YYYY _____

Important Information Your application will be processed as soon as possible, however, please note that you may not park your vehicle in the Controlled Parking Zone unless:

- Temporary cover has been arranged
- A valid resident or resident visitor permit is displayed
- A paperless visitor permit has been activated online
- A valid Pay-and-Display ticket is displayed or payment has been made using the council's Pay by Phone option, in all-day zone

Temporary cover can be arranged via your online account or by telephoning (020) 8871 8871.

One temporary cover is granted free of charge per calendar year and each cover is issued for a maximum of two weeks.

You can apply online for your permit by visiting www.wandsworth.gov.uk/permits

Wandsworth Council has to protect the public money it deals with and may use the information you have given to prevent and detect fraud. For this reason it may also share this information with other organisations dealing with public money.