

**LONDON BOROUGH OF SUTTON**  
**PERMIT RENEWAL APPLICATION FORM**



Please read the “**Controlled Parking Zone/Permit Parking Area Eligibility Requirements and Terms and Conditions**” document before completing **all sections** of this application form.

The quickest and easiest way to renew and securely pay for your parking permit is online <https://suttonices.parkinguk.org/permits/default.asp> using the pin number which has been sent to you.

Please only complete this paper form if you are unable to renew online.

A	NAME AND CONTACT DETAILS	
1	Title (Mr, Mrs, Miss, Ms)	
2	First Name	
3	Surname	
4	Telephone Number	
5	Email Address	

B	PROPERTY DETAILS				
6	Full Address				
7	Postcode				
8	I confirm my address details have not changed since my last renewal or change of details application.	YES		NO	

C	EXISTING VEHICLE DETAILS						
9	Vehicle Registration Number						
10	Permit Number						
11	Permit Expiry Date	DAY		MONTH		YEAR	
12	I confirm my vehicle details have not changed since my last renewal or change of details application	YES			NO		

The Council will undertake periodic checks against all details provided in this (and the original) application to ensure they are correct during the lifetime of the permit. We may require you to provide additional information, at any time during the period of permit validity, to confirm this information and reserve the right to cancel the permit should the information not be provided or if it is found that any of the information is not correct or no longer meets the criteria.

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**DECLARATION**

By signing below I confirm that

- (a) All details provided in this application are correct and I authorise the Council to undertake any checks necessary to confirm the validity of the information provided, including but not limited to, the Register of Electors and the Driver & Vehicle Licence Agency.
- (b) I will inform the Council should any of this information change, including but not limited to, no longer being resident at the address or no longer being the registered keeper of the vehicle included in the application form.
- (c) I have read and agree to abide by the terms and conditions included in the ***Controlled Parking Zone/Permit Parking Area Eligibility Requirements and Terms and Conditions*** document.
- (d) I have enclosed payment and all required evidence with this application.

<b>SIGNATURE</b>	
<b>NAME</b>	
<b>DATE</b>	

Applications and evidence can be returned:

**By post or in person to:**

SABA (formally Indigo) Customer Office  
50 Grove Road  
Sutton  
SM1 1BT

Please include a cheque/postal order made payable to “**London Borough of Sutton**”. Please **DO NOT** send cash in the post.

Payments can be made by card, cash, cheque or postal order at this office.

### **Data Protection Information**

Personal data has been collected by the London Borough of Sutton and Saba Park Services UK Ltd in order to process your permit application. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To verify the information contained within the application and assess eligibility.
- Shared with third parties for appeals and enforcement. Full details of third parties are available in our privacy policy on our website at [www.sutton.gov.uk](http://www.sutton.gov.uk)
- Shared with the police or security organisations to prevent or detect crime
- Data will be stored for a period of six years from the date of permit expiry or as long as you have a valid permit, whichever is longer.

### **Data Rights**

In relation to the personal data which we may hold about you, you have the right to request to: Be **informed**, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

### **Contact and Further Information**

Data protection questions can be made by email to [dpo@sutton.gov.uk](mailto:dpo@sutton.gov.uk) or in writing to the Information Officer, Civic Centre, Sutton, SM1 1EA. You further have the right to complain to the Information Commissioner's Office at [www.ico.org.uk](http://www.ico.org.uk)

**APPLICATION FORM GUIDANCE**

Please complete the form in **CAPITALS** using black or blue ink.

Please note all name and address details will need to match the evidence documents required to be provided.

Payment by cheque/postal order will not be processed until we have approved the application. We may require further information to approve your application and if we do we will hold your cheque/postal order whilst we obtain this information.

If your application is not approved then your cheque/postal order will be returned to you.

**SECTION A**

- 1 – Enter your title
- 2 – Enter your first name as it appears on any evidence documents.
- 3 – Enter your last name as it appears on any evidence documents
- 4 – Enter a day time telephone number we can reach you on in case we have any queries with your application
- 5 – Enter a valid email address (this will be used for renewal reminders)

**SECTION B**

- 6 – Enter your full address, including any flat number, building name and street address as it appears on any evidence items
- 7 – Enter your full post code
- 8 – If you have changed address since your last renewal or change of details application then you will need to also complete a Change of Details Application form available on our website.

**SECTION C**

- 9 – Please enter the full alpha-numeric Vehicle Registration Mark of your existing vehicle
- 10 – Please enter your current permit number as it appears on your permit
- 11 – Please enter the expiry date of your current permit as it appears on your permit
- 12 - If you have changed address since your last renewal or change of details application then you will need to also complete a Change of Details Application form available on our website.