

LONDON BOROUGH OF SUTTON
CHANGE OF DETAILS 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.

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	<table border="1"> <tr> <td>Have your address details changed since your original application?</td> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>	Have your address details changed since your original application?	YES		NO	
Have your address details changed since your original application?	YES		NO			
9	If “Yes” please provide full Present Address (including postcode)					
10	<table border="1"> <tr> <td>I am on the Register of Electors at the address provided (tick)</td> <td>YES</td> <td></td> <td>NO</td> <td></td> </tr> </table>	I am on the Register of Electors at the address provided (tick)	YES		NO	
I am on the Register of Electors at the address provided (tick)	YES		NO			

If you have changed your address then proof of residency documents will need to be provided as well as proof you are the registered keeper of the vehicle at the new address.

The details provided above must match those provided on any proof of residence evidence provided with the application form.

If you are on the Register of Electors (this will be checked) then no further proof of residence is required to be provided. If not then additional evidence will be required as per below

Proof of residence - we will only accept:

- (a) a valid/current tenancy agreement **or**
- (b) Council Tax letter (must be current financial year) **or**
- (c) A utility bill (gas/electric/water) no more than 3 months old **or**
- (d) If you are moving into the area we will need confirmation of your new address, for example a solicitor's letter or a tenancy agreement.

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C		EXISTING VEHICLE DETAILS					
11	Vehicle Registration Number						
12	Permit Number						
13	Permit Expiry Date	DAY		MONTH		YEAR	
D		NEW VEHICLE DETAILS					
14	Vehicle Registration Number						
15	I own the vehicle? (tick)	YES		NO			
16	Vehicle Type Approval (tick)	L1-L7		M1		N1	
17	Fuel Type (please tick)	NORMAL	Petrol	Diesel			
		ALTERNATIVE	Hybrid	Gas	Electric		
		OTHER (specify)					
19	CO2 Emissions (g/km)						
19	Vehicle Make						
20	Vehicle Model						
21	Vehicle Colour						
22	Please confirm that your vehicle meets the height and length restrictions (tick)	YES		NO			
		<i>The vehicle cannot exceed an overall height of 2.28 metres and an overall length of 5.25 metres</i>					

Proof that you are the registered keeper of the vehicle - we will only accept:

- (a) a copy of the vehicle registration document (V5) showing the address included on the application **or**
- (b) an insurance document showing you as the policy holder with the address and vehicle details included on the application.

If you are applying for a permit for a company car - we will only accept:

- (a) headed company notepaper from the company secretary (not the applicant) confirming that you have sole use of the vehicle (stating the vehicle registration number) which is kept at the address included on the application.

The Council will undertake periodic checks against all details provided in this 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 (£25) and all required evidence with this application and understand that the new cost of the permit, depending on which permit group the new vehicle falls into, will only apply at the renewal date.
- (e) I have enclosed my existing permit and confirm I understand that it is my responsibility to ensure my is parked legally whilst the application is being processed

SIGNATURE	
NAME	
DATE	

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
- 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 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

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 original application tick which is appropriate. If you choose “yes” you will also need to supply proof that you are the registered keeper of the vehicle at the new address.
- 9 – Please provide your full current address (including postcode) if different from 6
- 10 - Please tick which applies. Note if you tick yes to this question then no further proof of residence is required to be submitted with the application.

SECTION C

- 11 – Please enter the full alpha-numeric Vehicle Registration Mark of your existing vehicle
- 12 – Please enter your current permit number as it appears on your permit
- 13 – Please enter the expiry date of your current permit as it appears on your permit

SECTION D

14 to 22 – This information can be found on your V5 document most can also be found by visiting this website (<https://www.gov.uk/check-vehicle-tax>)