Please read the “***Controlled Parking Zone 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.

**DECRLARATION**

By signing below I confirm that

1. 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.
2. 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.
3. I have read and agree to abide by the terms and conditions governing the issue and use of Resident Parking Permits and Visitor Vouchers in the London Borough of Sutton.
4. I have enclosed payment and all required evidence with this application.

|  |  |
| --- | --- |
| **SIGNATURE** |  |
| **NAME** |  |
| **DATE** |  |

Applications and evidence can be returned:

**By post to:**

Parking Services – Permit Application
Civic Office, St Nicholas Way, Sutton, SM1 1EA

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

**In Person to**:

INDIGO Customer Office
50 Grove Road
Sutton
SM1 1BT

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

**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.