

LONDON BOROUGH OF SUTTON
FREE AND ADDITIONAL VISITOR VOUCHER APPLICATION



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 additional visitor vouchers is online <https://suttonices.parkinguk.org/permits/default.asp>

Please only complete this paper form if you are unable to purchase 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	When did you/will you move to the above address		
	MONTH		
	YEAR		
9	Present Address (if different from above)		
10	Which Controlled Zone/Permit Parking Area are you applying for? (tick)	AULTONE WAY	AW
		BELMONT	BH
		CARSHALTON	CS1
		GORDON ROAD AREA	CB
		HACKBRIDGE	HB1/HB2
		LONGFELLOW ROAD AREA	WP1
		MORETON ROAD AREA	WP2
		PEACHES CLOSE AREA	CH
		ST HELIER	SH1/SH2/SH3
		SUTTON	R/B/G
		SUTTON SOUTH	SS
		TALBOT ROAD AREA	CA2
		WALLACE CRESCENT AREA	CA1
WELLINGTON AVENUE	A		

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11	I am on the Register of Electors at the address provided in (6) above? (tick)	YES		NO	
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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.

C	VISITOR VOUCHER DETAILS				
12	Please provide my household's allocation of 50 Hours Free Visitor Vouchers	YES		NO	
13	Number of additional books of visitor vouchers (100 hours) required				<i>Each book of 100 hours costs £69</i>

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.
- (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.

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 – Enter approximate date you moved/or will move to the address
- 9 – If you are not living at the application address please provide your current address details including post code.
- 10 – Please tick the box which relates to the Controlled Zone or Permit Parking Area you are applying for. You can refer to our website for additional help.
- 11 - 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. We will check the Register and may require further evidence if required.

SECTION C

- 12 – Please indicate if you are applying for your allocation of 50 free hours. The allocation is per household and can only be issued once on a 12 month period.
- 13 – Please indicate how many additional books (100 hours) are required.