



## Change of Permit Details

Please indicate reason for replacement permit: -

- 1. Change of Vehicle (*resident permits only*).....
- 2. Change of Address.....
- 3. Other replacement free of charge (*eg change of permit type*).....

**For all replacement permits to be issued, please return the original permit with this application.**

### Name and Address of Permit Holder:

Title (Mr/Mrs/Miss/Ms): \_\_\_\_\_ Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Current Address (*New address if changing*): \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Tel No: \_\_\_\_\_ Permit Number(s): \_\_\_\_\_

### For Change of Address:

Old Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

For change of address, please supply the permits and Proof of Residency, one of: -

- A current Utility Bill (issued within the last 3 months)
- Council Tax Demand (most recent)
- Formal Tenancy Agreement
- Solicitor's letter confirming completion of house purchase

### For Change of Vehicle:

Old Vehicle Registration Mark: \_\_\_\_\_ New Vehicle Registration Mark: \_\_\_\_\_

For change of vehicle, please supply the permit and Proof of Vehicle Ownership, one of: -

- Vehicle Registration Document
- Hiring/Leasing Agreement
- Garage Bill of Sale/Insurance Cover Note (if vehicle purchased within the last month)
- Insurance Certificate (most recent)
- Recent letter from your employer (if a company car) confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user

### Other reason for replacement permit:

Please indicate any other reason for your request for a replacement permit: \_\_\_\_\_

### Declaration:

I DECLARE that the information supplied above is correct. I also understand the conditions under which my permit(s) were originally issued and I am aware that these conditions apply to the replacement permit(s) for which I have applied for here.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Office Use Only:

Proof seen: \_\_\_\_\_

New Permits Issued:

1. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 4. \_\_\_\_\_

C.No. \_\_\_\_\_ Issued by: \_\_\_\_\_ Date: \_\_\_\_\_