



## 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			
Mr/Mrs/Miss/Ms:		Forenames:	
Surname:			
Current Address: <small>(New address if changing)</small>			
		Post Code:	
Phone:		Mobile/Work phone:	
Email Address:			
<small>Your email address may be used by Parking Services to send you emails relating to season ticket matters. Winchester City Council shall not disclose your email address to any third parties.</small>			

For Change of Address		
Old Address:		
		Post Code:

For change of address, please supply the permit(s) and Proof of Residency. Suitable proofs include: A current Utility Bill (issued within the last 3 months), a Council Tax Demand (most recent), a Formal Tenancy Agreement or a 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(s) and Proof of Vehicle Ownerships. Suitable proofs include: A Vehicle Registration Document, a Hiring/Leasing Agreement, a Garage Bill of Sale/Insurance Cover Note (if vehicle purchased within the last month), an Insurance Certificate (most recent) or a 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

### What we do with your information

The personal information that you supply in this application form will only be used to enable us to process your application. We will not share your details with any third parties unless the law requires that we do so. This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Further information about how Winchester City Council uses your personal information can be found in our Privacy Policy: [www.winchester.gov.uk/about/privacy-policy](http://www.winchester.gov.uk/about/privacy-policy)

The Parking Services Reception is open 8:45am – 4:00pm, Monday to Friday. Alternatively, send to Parking Services at: City Offices, Colebrook Street, Winchester, SO23 9LJ.

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:		Permits Issued:	1.	2.	
Initials:		3.	4.		
	C.No.		Issued By:		Date: