

# Resident parking permit Application Form



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA

Please write clearly in **BLOCK CAPITALS** using **black ink**.  
Please **tick** all the relevant boxes and fill in all the details required.  
Read the accompanying permit guide for essential information and instructions.

## A Is this for a:

- first time application or a renewal? (Fill in sections A to F and I, J and M)
- replacement of a lost, stolen or destroyed permit? (Fill in sections A to F and J, K and M)
- change of vehicle or registration plate? (Fill in sections A to F, H, J and M)
- change of address or name? (Fill in sections A to G, J and M)
- permit lost in the post? (Fill in sections A to D and I, J, L and M)

Permit reference number \_\_\_\_\_ This is on your current permit.

## B Your details:

Title (Mr, Mrs, Miss, Ms, Other): \_\_\_\_\_ Surname: \_\_\_\_\_

First names (in full): \_\_\_\_\_

Address (including flat number and/or floor): \_\_\_\_\_

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

You must supply a contact number

(home): \_\_\_\_\_  (mobile): \_\_\_\_\_

(work): \_\_\_\_\_  (email): \_\_\_\_\_

## C Vehicle details:

Vehicle registration: \_\_\_\_\_

Make, model and colour: \_\_\_\_\_

Engine size: \_\_\_\_\_ OR

CO<sub>2</sub> Emissions (g/km) (if they appear on the Vehicle Registration Certificate):

\_\_\_\_\_  
(These details are explained in section 6F of the guide)

## D Proof that you own or use the vehicle (see section 10 of guide)

Whose name is on the vehicle registration certificate?

- **Yours** (we need to see the following proofs)

I enclose the original vehicle registration certificate (VRC DVLA form V5)

**Documents required for a recently purchased vehicle**

New Keeper supplement (V5C/2) and insurance (see section 10) or,

Sales invoice and insurance (see section 10)

- **Your employer's** (we need to see the following proofs)

I enclose the original vehicle registration certificate (DVLA form V5)  
or lease agreement **and**

I enclose a letter from my employer (see section 10)

- **Lease or hire company** (we need to see the following proof)

I enclose the original agreement (see section 10).

Is the vehicle registered abroad?  Yes  No

(If "Yes" we will issue a permit lasting no more than six months – see section 10 of guide)

Office use only

## E Proof you can drive (see section 10.2 of guide)

You must produce your original driving licence as proof you can drive. If you have a photocard driving licence, we will accept either the photocard or the paper counterpart sent with it.

I enclose my current driving licence

## F Proof of your address (see section 9 of guide)

You must provide two items to prove where you live from the following options:

Tick the box if your name appears on the:

**Electoral Register**

**Council Tax Bill**

Have you selected:

- both of the items above? No further proof of residence is required.
- only one of the above items? Then select one more item from the list below.
- none of the above items? Then select two items from the list below.

You must provide the original document of the item selected:

- Current driving licence.
- Current council or housing trust rent statement.
- Home Contents Insurance policy.
- Benefits or pension statement for current financial year.
- Alien registration card.
- Firearms certificate.
- Tenancy agreement (not handwritten, and valid for the full life of the permit).
- Current bank or building society statement (**dated within the last 3 months**).

**(We do not accept company letters, household bills, credit card or online statements.)**

If you have a second home, please fill in the full address here.

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## G Change of address or name during the valid period of the permit (see section 11 of guide)

Former name: \_\_\_\_\_

Previous address: \_\_\_\_\_

I enclose one proof of where I now live (see list in Section 9 of guide)

## H Change of vehicle (permanent or temporary)

You must produce your driving licence and one proof of address (see section 9) in addition to the documents needed below:

### Permanent change

Old vehicle's registration: \_\_\_\_\_

I am permanently changing my vehicle and have enclosed the following proof:

- Current permit from my old vehicle, **and**
- Vehicle registration certificate (DVLA V5) for the new vehicle **or**
- New Keeper supplement (V5/2) and insurance (see section 10) **or**
- Amended Vehicle registration certificate (DVLA V5) and insurance (see section 10) **or**
- Sales invoice and insurance (see section 10).

### Temporary change

Temporary vehicle's registration: \_\_\_\_\_

I am temporarily using a vehicle that is not registered in my name and have enclosed the following:

- Current permit from my normal vehicle **and**
- A letter from the garage or insurance company **or**
- The vehicle registration certificate (DVLA form V5) and a letter saying that I am the only person using the vehicle (see section 13 of guide).

# I What type of permit would you like? (see section 6 of guide)

Office use only

## Vehicle permits

**A. (Please refer to the Vehicle registration Certificate under section 4: P.1 for engine capacity or V7 for CO<sub>2</sub> emissions ratings)**

Tick box in column for term of permit required and applicable charge/vehicle banding

### A. Pre March 2001 vehicle registration (engine capacity)

| Permit period               | Weekend only | 1 month | 3 months | 6 months | 12 months |
|-----------------------------|--------------|---------|----------|----------|-----------|
| Engine size not over 1549cc | £36          | £25     | £38      | £63      | £104      |
| Engine size over 1549cc     | £49          | £33     | £51      | £83      | £138      |

### B. Post March 2001 vehicle registration (emission ratings)

| Permit period  | Weekend only | 1 month | 3 months | 6 months | 12 months |
|--|--------------|---------|----------|----------|-----------|
| Band 1 –up to 100g/km  | £23          | £15     | £24      | £40      | £66       |
| Band 2 –101–120g/km  | £31          | £21     | £32      | £53      | £88       |
| Band 3 –121–150g/km  | £36          | £25     | £38      | £63      | £104      |
| Band 4 – 151–165g/km   | £41          | £27     | £43      | £69      | £115      |
| Band 5 – 166–185g/km   | £45          | £31     | £47      | £77      | £127      |
| Band 6 – 186–225g/km and vehicles over 225g/km registered from 01/03/2001 up to 22/03/06 (inclusive) | £49          | £33     | £51      | £83      | £138      |
| Band 7 – over 225 g/km and registered from 23/03/06  | £57          | £38     | £59      | £97      | £161      |

Fully electric vehicles are classed as Band 1

### C. Emission band unknown

£28

### D. Supplementary charges (non-refundable)

| Permit period   | Weekend only | 1 month | 3 months | 6 months | 12 months |
|---|--------------|---------|----------|----------|-----------|
| Diesel vehicle (pre-Euro V vehicles)+                             | £6           | £1.65   | £3.85    | £7.50    | £15       |
| Second or subsequent permit within a household (price per permit) | £23          | £6      | £15      | £29      | £57.50    |

+ Diesel vehicles manufactured before January 2011 are not exempt from a diesel surcharge

### E. Motorcycle permits

| Permit period   | 3 months | 6 months | 12 months |
|---|----------|----------|-----------|
| Motorcycle Permit (to park in motorcycle permit bays only)                  | £0       | £0       | £0        |
| Combined Motorcycle Permit (to park in motorcycle and resident permit bays) | £32      | £53      | £88       |
| Combined Motorcycle Permit (reduced for holders of an ARTC*)                | £28.50   | £45      | £73       |

\*Advanced Rider Training Certificate (ARTC) provided? Yes  No

**Please note, you cannot renew a permit more than 4 weeks before the expiry date.**

When applying by post or through the night safe, do not pay with cash or credit card. Please enclose a cheque made payable to 'RB Kensington and Chelsea' and write your name and address on the back.

## J Returning permits applied for by post or through the night safe

If you are applying for a permit by post or through the night safe, we will return your permit and documents through the normal post.

Please tick here  if you would like us to return the permit and original documents to you by Recorded Delivery. (You will not be charged for this service, however, if you are not present to sign for it, you have seven days to collect it from the post office. After this, if you ask us for a copy of the permit you will be charged a £25 administration fee.)

If you do not tick a box, we will return your permit and documents through the normal post.

## K Lost, stolen or destroyed permits (see section 14 of guide)

Was your permit:  Lost?  Stolen?  Destroyed?

Crime reference number: \_\_\_\_\_

Date you reported it to the police: \_\_\_\_\_

Police station you reported it to: \_\_\_\_\_

If you have a crime reference number, the fee to replace a stolen car or van permit is £10 (£6 for the combined permit). If you do not have a crime reference number, the fee to replace a lost or stolen car or van permit is £25 (£6 for the combined permit), plus the cost of the new permit (if the permit is for a different registration to your original permit). There is no fee to issue or replace a motorcycle only permit. Administration fees are non-refundable.

## L Permits not received after being posted to you

I declare that I have not received the resident parking permit and I need a copy for my vehicle.

Insert the Parking permit reference:

and/or the registration number:

If you later receive the original permit, send it back to the Council. You will not be charged for replacing a permit that was lost in the post, if you inform us within 14 working days.

## M Declaration (The person named in section B must sign this declaration)

**You must sign to say that you make the following declaration and have read and understood the full instructions, terms and conditions that apply to your application.**

I confirm the details that I supplied to the Council in my Resident Permit Application are correct and complete.

I declare that the address specified in my application is my main home. I further declare the following:

- I have no other residence where I live and sleep more regularly;
- The specified residence does not consist of a bed or makeshift bedroom in the back of an office or shop;
- The specified vehicle is registered to the specified address;
- I hold no other valid parking permit granted in respect of residence in any other local authority.

I declare that I am the user and keeper of the specified vehicle.

I declare I shall not hold more than one Royal Borough of Kensington and Chelsea Resident Parking Permit for a car or van and one Royal Borough of Kensington and Chelsea Resident Parking Permit for a motorcycle.

**Warning:** It is an offence to give untrue or misleading information or to withhold information. If you do so we may prosecute you and you may face an unlimited fine or a term of up to 10 years imprisonment or both.

**I declare I have read and understood the full instructions, terms and conditions that apply in the permit guide and to my permit application.**

Your signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_