

# Change of Personal Details for Residents' Parking Permit



THE ROYAL BOROUGH OF  
**KENSINGTON  
AND CHELSEA**

Please write clearly in BLOCK CAPITALS in black ink and tick all relevant boxes.  
Please make sure you sign and date this form and enclose all relevant documents.

Please call the Customer Services helpline **020 7361 4381** or email  
**residentparking@rbkc.gov.uk** for advice or if you have difficulty providing the  
documents required.

Permit number:

Vehicle registration:

## Personal Information

Current name of permit holder:

Work telephone:

Current address:

Mobile:

Email:

Home telephone:

## Change of Details

### Change of name

Former name:

Please provide proof your name has changed such as a marriage certificate or deed poll (we will accept photocopies)

### Change of address

Previous address:

Postcode:

Please provide two proofs of your new address from the following

*Please tick boxes to show which documents you are providing.*

☐ Council Tax registration (we can check this you do  
not have to send a document)

☐ Valid driving licence

☐ Current council or housing trust rent statement

☐ Valid Home Contents Insurance policy

☐ Benefits or pension statement for current financial year

☐ Firearms certificate

☐ Tenancy agreement (not handwritten and valid for the  
full life of the permit)

☐ Current bank or building society statement (showing  
address and dated within the past three months)

**Please enclose original documents, we do not accept photocopies for change of address**

## Returning Documents

There is no charge for changing your name or address.

We will post your proof of address back to you by ordinary post unless you tick this box ☐ to request us to send it  
by Recorded Delivery.

Please send this form and proof of change of name or address to:  
Customer Service Department at Kensington Town Hall  
Hornton Street, London  
W8 7NX

Signature:

Date: