

Application for a replacement 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 on the last page, enclose all your documents and the correct payment.

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 needed to apply for your replacement permit.

Permit number:

Vehicle registration:

Reason for wanting a replacement permit

- | | |
|--|---|
| <input type="checkbox"/> I have changed my vehicle/numberplate | <input type="checkbox"/> My permit has been damaged |
| <input type="checkbox"/> My permit has been lost or destroyed | <input type="checkbox"/> My permit has been stolen |

Personal Information

Title (Mr, Mrs, Miss, Ms, Other):

Address:

First name:

Surname:

Postcode:

Contact Information

Home Tel:

Work Tel:

Mobile:

Email:

Permanent change of vehicle or numberplate

Please tick boxes to show which documents you are enclosing

If you are permanently changing your vehicle you must provide **all** of the following;

- ☐ Your old permit (or details of your stolen permit, see overleaf)

One proof of ownership of the new vehicle (from list below)

- ☐ Vehicle registration certificate (DVLA VC5) for the new vehicle
- ☐ New Keeper supplement (V5C/2) and insurance
- ☐ Amended Vehicle registration certificate (DVLA VC5) and insurance
- ☐ Sales invoice and insurance
- ☐ Personalised vehicle registration (DVLA V750) and insurance
- ☐ Number plate authorisation certificate (DVLA V948) and insurance

We charge £11 to change your vehicle details and replace your permit.

If you do not return your old permit and do not have a crime reference number for a stolen permit you will have to pay £11 and the full cost of a new permit even if there was time left on your old permit.

Temporary change of vehicle

Please tick boxes to show which documents you are enclosing

If you are temporarily using a vehicle that is not registered in your name you must enclose the following:

☐ Current permit from your normal vehicle and

One of the following:

☐ A letter from the garage or insurance company **or**

☐ The vehicle registration certificate (VC5) and a letter stating that you are the only person using the vehicle **or**

☐ Lease or hire agreement

We charge £11 to temporarily change your vehicle details and issue you with a temporary permit.

Damaged, destroyed or lost permits

We charge £11 to issue you with a replacement permit

The replacement permit will be valid for the life of the original permit and for the same vehicle

Stolen permits

My permit has been stolen

Date of theft:

Crime reference number:

Police station you reported it to:

We charge £11 to issue you with a replacement permit

The replacement permit will be valid for the life of the original permit and for the same vehicle

Payment

☐ I am paying an administration charge of £11

You can apply in person at the Customer Service Department, Kensington Town Hall, Hornton Street, London W8 7NX Monday to Friday 8.30am to 5pm and pay by cash, cheque, credit card (not American Express or Diners Card) or debit card.

If applying by post (at the above address) you can pay by cheque or postal order made payable to Royal Borough of Kensington and Chelsea. Please write your name and address on the back of the cheque. We do not accept cash or credit card payment by post. Postal application may take ten working days.

We will post your permit and documents back to you by ordinary post unless you tick this box ☐ to request us to send it by Recorded Delivery

Signature:

Date:

All administration fees are non-refundable

To prevent fraud the Council's Investigation Team regularly inspects all replacement permit applications