

# 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.

## Reason for wanting a replacement permit

- I have not received my permit  I have changed my vehicle/number plate  
 My permit has been damaged, destroyed or lost  My permit has been stolen

## Personal Information

Title (Mr, Mrs, Miss, Ms, Other):  Address:   
First name:    
Surname:    
Permit number:  Postcode:

## Contact Information

Home Tel:  Mobile:   
Work Tel:  Email:

## Permit not received

If your permit is lost in the post we will cancel it and send a replacement free of charge.

## Permanent change of vehicle or numberplate

If you are permanently changing your vehicle **you must return your old permit** (or give details of your stolen permit) **and one proof of ownership** of the new vehicle from the list below:

*Please tick box to show which document you are enclosing*

- Vehicle registration certificate (DVLA VC5) or lease agreement 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

For company/employer owned vehicles you must also provide a letter from your company or employer

We charge £14 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 £14 and the full cost of a new permit even if there was time left on your old permit.**

## New vehicle details

Vehicle type: Car  Van  Motorcycle

Vehicle registration number:

Make and model:

Colour:

Fuel type: Petrol  Diesel  Hybrid  Electric  Other

Is the vehicle registered with the DVLA? Yes  No

We will not issue a permit to any vehicle not registered with the DVLA

## 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 £14 to temporarily change your vehicle details and issue you with a temporary permit.

## Damaged, destroyed or lost permits

We charge £14 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

Date of theft:

Crime reference number:

Police station you reported it to:

We charge £14 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 £14

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