



Resident parking permit application form

Your details

Name	
Address	
email	
Telephone	

Are you renewing an existing permit? Yes/No

Permit Number (if applicable)	Vehicle Reg.	Permit Type	Parking Zone	Expiry Date (if applicable)

Your permit

You can have a permit for any period between one and eighteen months (whole months only).

Vehicle length You can check your vehicle length yourself by looking in the Parkers Guide at www.parkers.co.uk	Permit charge	Additional monthly fee	Example cost for a 12 month permit
Residents - short vehicle (up to 3.92 metres)	£10	75p	£19
Residents - medium vehicle (3.92 -4.45 metres)	£10	£1.75	£31
Residents - long vehicle (over 4.45 metres)	£10	£3	£46

	Short	Medium	Long
My vehicle is (please tick)			
I would like a permit for (please specify number of months between one and eighteen)			months

The cost of my permit is*	£	:	p
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*(Calculate this by multiplying the monthly fee by the number of months you would like the permit for, and then add the £10 permit charge)

Evidence required

All documents must show your name and the address at which you are applying for a permit

Proof of residency – dated within last three months (one of the following) or I am registered for council tax and consent to you checking my records <input type="checkbox"/>	<input type="checkbox"/> Bank statement <input type="checkbox"/> Household bill <input type="checkbox"/> Mortgage agreement <input type="checkbox"/> Tenancy agreement <input type="checkbox"/> City council rent card
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Proof of vehicle ownership One of the following if your vehicle details have changed from those overleaf	<input type="checkbox"/> Valid insurance cover note <input type="checkbox"/> V5 registration document <input type="checkbox"/> Current insurance schedule <input type="checkbox"/> Official bill of sale <input type="checkbox"/> A letter from my employer (if company car)
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In most cases you will be able to renew your permit(s) by calling the customer contact team on 0344 980 3333 between 8am and 5pm Monday to Fridays (except bank holidays) providing that your vehicle details haven't changed, that you are registered for council tax and authorise us to check council records to establish proof of residency. You will need to have a debit/credit* card to pay with.



You can also renew your permit by returning this form by post with the necessary proof cheque payment (please do not send cash). Cheques should be made payable to 'Norwich City Council'. If possible, please send photocopies of documentation – we cannot accept responsibility for documents sent through the post. You do not need to send proof of vehicle ownership if the vehicle details are unchanged. However, in the case of a company vehicle, a recently dated letter from the company confirming the vehicle details and that you are the sole keeper and user at your address must be enclosed.



If your permit expires in the next five days it can also be renewed in person by visiting the customer contact centre in City Hall between 8:45am and 5pm Monday, Tuesday, Thursday and Fridays (except bank holidays) and 1pm to 5pm on Wednesdays. You will need to bring in the necessary proof or provide valid ID and be prepared to give permission for us to access council records for proof of residency and/or housing benefit/council tax reduction (if applicable). Payment can be made by debit or credit card*, cash or cheque.

*Please note: there will be an additional charge of 1.9% if you pay by credit card.

Please note

Permits are non-refundable. Please check our website for more details:
www.norwich.gov.uk/permits

The information you provide may be shared with other bodies in order to prevent and detect fraud. For further information, visit the 'fraud' page in the A-Z of services at www.norwich.gov.uk

Warning

If any person knowingly makes a false statement for the purposes of obtaining a parking permit, Norwich City Council reserves the right to withdraw the permit