



# On Street Resident Parking Permit Changes and Refunds

## Application Pack **2**

June 2024

### You should use this form if:

- You are applying for a refund of any kind.
- You are notifying us of a change of address.
- You are changing a vehicle to the one currently on your permit.

## HOW TO APPLY

### Online

[www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking)

You can make changes to your address and vehicle permit information online. All you will need is:

- Your vehicle registration number
- Your permit number
- Debit or credit card to make payment
- If you are changing your address you will need to provide one address proof (see Section 1 on the application form).
- If you are changing your vehicle you will need to provide one vehicle proof (see Section 2 on the application form)

### By Post

You can complete this application form and post your completed application with all relevant copies of proof

documents and payment to:

**Westminster Parking Permits Administration**  
**PO Box 353, Sheffield S98 1ER**

Telephone: **020 7823 4567**

### Libraries

If you do not have online access or need assistance with your online application, visit a library and use one of our dedicated computers. For more information on library locations visit <https://www.westminster.gov.uk/find-library> or call 020 7823 4567. These are self-service machines, and you will need to bring with you:

- A debit or credit card to make payment.
- If you are changing your address you will need to provide one address proof (see Section 1 on the application form).
- If you are changing your vehicle you will need to provide one vehicle proof (see Section 2 on the application form).

### Cash Payments

If you need to pay by cash, please call 020 7823 4567 or visit

[www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking) for information on alternative payment options.

**Do not send cash by post.**

## 1. Change of address

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You must provide one proof of residence from the list in Section 1 of the application form which should be dated within the last three months.

The charge applies according to the engine size or type of new vehicle.

## 2. Vehicle changes to your permit

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We require at least one vehicle proof as listed in Section 2 on the application form.

**We reserve the right not to change a permit or to cancel any permit where proof documents are not provided.**

## 3. Vehicle Proof Documents

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### Privately-owned vehicles

- The vehicle registration document (V5C) in your name and showing your Westminster address.
- A valid motor insurance certificate showing the vehicle registration number, Westminster address, dates of cover, and you as the named or main driver of the vehicle. If all the details are not on the certificate, you must produce an accompanying schedule or related policy document showing the policy number and the missing details. We will not accept insurance documents showing addresses outside Westminster.

### Privately-hired/leased vehicles

- The lease/hire agreement. The agreement must show the vehicle registration number, your name, dates of cover and the Westminster address.
- The insurance statement – this is normally found within the hire agreement terms, but where this is not the case, a separate certificate must be produced showing the vehicle is insured in Westminster for your use.
- If your lease/hire agreement and insurance certificate is in the same document you will only be required to submit one document for a first-time permit application.
- We do not accept hire/lease agreements made between private individuals.

### Company-owned vehicles

If the vehicle is provided to you by your employer which is a **limited company** you must produce:

- The vehicle registration document showing the company name and address.

- A letter on company headed paper signed by a senior company official (not related to you) dated within the last month, confirming the vehicle registration number and stating that the vehicle is provided to you for your sole use at your Westminster address and is insured for your use.
- If the vehicle is provided to you by your employer which is a **non-limited company** or you are a **sole trader** you must produce:
- A vehicle registration document showing the name and address of the company or trading name.
- A Statutory Declaration sworn before a Commissioner of Oaths or solicitor dated within one month, and completed by a senior official of the company or a representative such as the company accountant. This person must not be related to you. It must state that the vehicle is provided to you by the company as the sole driver and is insured for this purpose and kept at the Westminster address. A Statutory Declaration form can be requested by calling **020 7823 4567** Mon-Sat 8am-8pm.

### Company-hired/leased vehicles

- A company headed letter or Statutory Declaration as above.
- A letter from the hire/lease company confirming the vehicle is on lease to your company and that insurance is included in the terms of the lease

These documents must be dated within one month.

### Chauffeur vehicles

If you are a resident, own a vehicle and employ a professional chauffeur you must apply in your name and provide the following proof documents:

- A certificate of motor insurance showing the chauffeur as the named driver and the address at which the vehicle is kept in Westminster.
- A vehicle registration document showing you as the keeper at the Westminster address.
- Your chauffeur's full driving licence and two recent payslips or contract of employment.

## 4. Administration fees

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Change of address in the same zone	£10.00
Change of address to a different zone	£10.00
Change of name	£10.00
Change of vehicle on an existing permit	£10.00
Refund administration fee	£10.00

If you would like to apply for a permit for another vehicle (up to a maximum of 3 per individual), please complete application pack 1.

## 5. Refunds

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- We may issue a refund if:
  - You no longer require your annual permit because you've moved out of Westminster or sold your vehicle (a £10.00 admin fee applies)
  - You have switched vehicle and qualify for a cheaper resident permit (a £10.00 admin fee applies).
- Refunds will only be considered on full, authorised permits. If your permit is in a temporary state and you are requesting a refund, we would require all proofs to be uploaded and verified before cancellation is requested.
- Refund requests can be made online at <https://www.westminster.gov.uk/parking/parking-residents/parking-permit-refunds> or by completing this application form and posting it to:  
Westminster Parking Permits Administration  
PO Box 353 Sheffield S98 1ER

## Important – Data Protection

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**To find out why the Council needs to collect and store personal data, how this is used and your rights to access your information, please refer to our Privacy Policy at [www.westminster.gov.uk/parking-services](http://www.westminster.gov.uk/parking-services).**

Westminster City Council will process your information primarily for the purpose of providing parking services to residents.

We may also use your information to detect and prevent fraud and protect public funds. This will include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the city. We may therefore disclose your information to, or request information from the Driver and Vehicle Licensing Authority (DVLA), Law Enforcement Agencies and other organisations such as Local Authorities. We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators to record data.

We will use the information you provide to recover unpaid Penalty Charge Notices issued in Westminster.

In line with its duty to protect public funds, the council and its agents will undertake investigations involving random auditing of vehicles and users who hold valid parking permits to counter suspected fraudulent use of its parking services. If you wish to complain at the manner in which your personal data has been processed or may be used you should write to the:

Data Protection Officer (Information Services)  
Bi-Borough Legal Services  
The Town Hall  
Hornton Street  
London W8 7NX.

Or by email to: [dpo@westminster.gov.uk](mailto:dpo@westminster.gov.uk)

# Westminster City Council Resident Parking Permit

## Application Form **2** – CHANGES, REPLACEMENTS AND REFUNDS

For office use only

It is important that you read the instructions carefully before making your application. Failure to provide the correct proof of documents or enclose a payment where necessary will delay your application.

- Change a vehicle       Change my address       Request a refund

### Existing Permit No:

Title (e.g. Mr, Mrs, Miss, Ms) \_\_\_\_\_ Surname \_\_\_\_\_

First Name \_\_\_\_\_ Post code \_\_\_\_\_

Address \_\_\_\_\_

Home Tel \_\_\_\_\_ Day Tel \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

If you have provided an email address, the permit department will use this should we need to contact you in relation to any further evidence request or information about your permit. In addition we will send your annual renewal reminder by email to the email address provided.

- If you would prefer to receive your annual renewal reminder letter by post, please tick this box.

**If you are changing your address go to section 1**  
**If you are applying for a refund go to section 3**

**If you are changing your vehicle go to section 2**

### 1. Change of address

Please provide ONE proof document from the list opposite, dated within the last 3 months, showing your name and new address (joint names are acceptable).

Please tick the relevant boxes for the documents you are supplying with your application.

For all address changes to your permit a £10.00 administration fee applies.

**Please go to section 4**

- Bank statement, or building society statement, or credit card bill
- Council Tax
- Property Lease Agreement
- Electricity bill, or Gas bill or Water bill
- Property Purchase Document
- Landline Phone Bill or mobile bill-contract customers only
- Tenancy Agreement
- Entitlement to Local State Benefit

## 2. Change of vehicle

Please fill in your new vehicle details.

<b>Vehicle type</b>	<input type="checkbox"/> Car <input type="checkbox"/> Van <input type="checkbox"/> Motorcycle
<b>Vehicle registration</b>	
<b>Make &amp; model</b>	
<b>Vehicle colour</b>	
<b>Carbon Dioxide (CO<sub>2</sub>) emissions level (g/km) *</b>	
<b>Fuel type *</b>	<input type="checkbox"/> Petrol <input type="checkbox"/> Diesel <input type="checkbox"/> Electric <input type="checkbox"/> Hybrid <input type="checkbox"/> Other
<b>Engine size (cc) *</b>	<input type="checkbox"/> 1200cc or less <input type="checkbox"/> 1200cc or more

\* Please ignore these rows if applying for a motorcycle

You are able to ascertain your vehicle's CO<sub>2</sub> output level and other details from your vehicle's V5C document or by entering your vehicle registration details into the 'Get Vehicle Information' pages on the DVLA's website - <https://www.gov.uk/get-vehicle-information-from-dvla>.

If you are changing a vehicle to one of a higher banding or price, you will need to pay the difference in charges. If you are changing to a vehicle of a lower banding or price, you may apply for a refund of the difference (see section 3). For any change of vehicle a £10.00 administration fee also applies. If the new price you'll need to pay is unclear, please call us on 020 7823 4567.

Please provide one document for your new vehicle according to the vehicle type listed below. For all vehicle changes to your permit a £10.00 administration fee applies.

The vehicle is	Documents you will be supplying
<b>Privately owned</b>	<input type="checkbox"/> Vehicle registration (V5C) in your name and Westminster address
	<input type="checkbox"/> Certificate of insurance and schedule showing your name and Westminster address
	<input type="checkbox"/> OR Group policy certificate showing all drivers and vehicles
<b>Company owned</b>	<input type="checkbox"/> Vehicle registration (V5C) in the company name and address
	<input type="checkbox"/> Company letter (public or limited company)
	<input type="checkbox"/> Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive
<b>Private hire/lease</b>	<input type="checkbox"/> Hire/lease agreement (if your agreement contains a statement of insurance then you do not need to supply an insurance certificate)
	<input type="checkbox"/> Certificate of insurance and schedule showing your name and Westminster Address (not applicable if contained within the lease/hire agreement)
<b>Company hire/lease</b>	<input type="checkbox"/> Hire/lease agreement or letter from the lease company to applicants employer
	<input type="checkbox"/> Company letter (limited company)
	<input type="checkbox"/> Statutory Declaration (sole trader, non-limited company) confirming applicant is sole driver and insured to drive (dated within one month)
<b>Chauffeur vehicles</b>	<input type="checkbox"/> Vehicle registration (V5C) showing the applicant (resident) name and Westminster address
	<input type="checkbox"/> Contract of employment or 2 payslips, employee's full driving licence and certificate of insurance showing chauffeur as main driver and applicant's (resident's) Westminster address

Permit charges are primarily based on your vehicle's Carbon Dioxide (CO<sub>2</sub>) emissions levels and fuel type. A charge applies to all vehicles, including electric vehicles and those which have previously qualified for 'eco' permits.

Vehicles registered pre-2001 where no CO<sub>2</sub> data is held by the DVLA will be charged based on their engine capacity (cc).

An additional £50.00 **Diesel Surcharge** will apply to all pre-2015 diesel vehicles in any band on top of the relevant permit charge.

You are able to apply for up to three permits. **Extra charges will apply for a second and a third permit** – all second permits will be charged an additional £50.00 on top of the relevant permit charge and third permits an additional £100.00.

Band	CO <sub>2</sub> emissions (g/km)	Permit charge (p/yr)
1A	0 (1 - 69 kwh battery)	£40.00
1B	0 (≥70 kwh battery)	£80.00
2	1 - 90	£90.95
3	91 - 130	£123.05
4	131 – 150 or pre-2001 ≤1200cc	£139.10
5	151 – 255 or pre-2001 >1200cc	£214.00
6	≥256 or unregistered	£321.00
M	motorcycles	£60.99
<b>Additional Charges</b>		
An additional <b>Diesel Surcharge</b> will also apply to all pre-2015 diesel vehicles in any band on top of the relevant permit charge.		<b>+ £50.00</b>
Additional charge for a <b>second permit</b> for an individual		<b>+ £50.00</b>
Additional charge for a <b>third permit</b> for an individual		<b>+ £100.00</b>

The band 6 annual charge is payable if:

- Your vehicle is not a motorcycle and has a CO<sub>2</sub> output level of 256 g/km or more.
- Your vehicle is unregistered with the DVLA and you are unable to provide evidence to show it should be charged at a lower banding.

**Please go to section 4**

### 3. Refunds

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Please tick the relevant box below for your refund reason. You must provide us on page 4 with your name and address, as well as your email address or daytime telephone number to enable us to contact you regarding issuing your refund. Then sign the declaration in section 5.

- I have now provided the City Council with the relevant proof. (No administration fee applies).
- I no longer need my permit and have provided the Council with all my proof documents (please read our 'Refunds' section on page 3). You do not need to send a £10.00 administration fee. This will be deducted from your refund amount.

Please go to section 4

### 4. Payment

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If applying by post you can pay by cheque, postal order or credit/debit card. If you need to pay by cash please visit [www.westminster.gov.uk/parking](http://www.westminster.gov.uk/parking) for information on alternative payment options.

Please make cheques and postal orders made payable to Westminster City Council.

If you would like to pay by debit/credit card please tick this box and we will contact you to arrange payment .

### Caution

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**It is an offence to give false or misleading information when applying for a resident parking permit.** If you do so, you may be prosecuted and could face a fine of up to £2,500. It is also an offence to mishandle or fake a parking permit. This is an offence and if prosecuted you could face a maximum fine of £5,000 (Magistrates' Court) or an unlimited fine and/or up to 2 years imprisonment (Crown Court).

### 5. Declaration

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I agree to submit the relevant payment for the permit, as specified in the instructions and guidance notes.

The Westminster address shown in Section 1 of this form is my sole or main domestic residential address and the motor vehicle(s) is/are solely kept by me in Westminster and I am the main driver.

I undertake to notify the City of Westminster of changes that may affect the validity of my permit.

I do not hold another current on-street resident parking permit issued by any other authority.

I understand and accept that my vehicle must be roadworthy and comply with the vehicle dimensions set out in the guidance and instructions.

I understand and accept that if I am issued with a 6 week temporary permit and I fail to provide the necessary documents during the period of the temporary cover I will not be granted a refund.

I understand and accept that the City of Westminster or its agents will use the information I have provided to satisfy itself that I am eligible for the permit and/or prevent and detect fraud.

I understand and accept that information I have supplied in this application may be used by other City of Westminster departments to prevent and detect fraud and to assist the Council in protecting public funds.

I have read the instructions and guidance notes that accompany this application form and I understand and accept the conditions that apply to the on-street resident parking permit and scheme.

I declare that the information I have submitted as part of this application is true. I understand that making a false submission to obtain a permit is a criminal offence for which I may be prosecuted.

I understand that the City Council may revoke or withdraw my permit if it is felt that there are grounds to do so.

Signature

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Print name

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- Please tick this box if you would like to be kept up to date with information and developments from Parking Services that benefit residents.