

# RPZ Replacement Permit Application Form

1. Please fill in all sections of the application form using BLOCK CAPITALS and sign it.
2. When you have completed your application form, post it to:  
Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY.  
Please ensure you include all necessary supporting documents and the correct payment. Please allow 5 working days for the delivery of your permit.
3. A vehicle may not be parked in a permit bay until the permit is displayed in the vehicle.
4. **There is a £15 charge for a replacement permit**

## Your details

<b>Title</b>			Your address must be within the residents parking zone.  This must be your main residence.
<b>Forename(s)</b>			
<b>Surname/Family Name</b>			
<b>Full address</b>			
<b>Postcode</b>			
<b>Contact number(s)</b>			
<b>Email address</b>			
<b>Proof of address being provided (please tick &amp; enclose two proofs of address)</b>	Current Council Tax bill	<input type="checkbox"/>	All proofs must show the address and be dated within 3 months except Council Tax bill which should be current.
	Utility Bill	<input type="checkbox"/>	
	Bank / Building Society Statement	<input type="checkbox"/>	

## Vehicle / Permit details

<b>Registration Number</b>		
<b>Make</b>		<b>Model</b>
<b>Permit Number</b>	Please provide the permit number that needs replacing	
<b>Proof of Vehicle Ownership (please tick to confirm copy enclosed)</b>	Vehicle registration document-V5C	Proof needs to show that you own or have authority to keep the vehicle. If your name is not on the vehicle registration document (V5C) then you will need to provide proof that you are entitled to have the vehicle (eg, Company car letter or current insurance certificate)

## Declaration

I hereby apply for the above permit and declare that:

- I am resident at the address given and that the vehicle identified overleaf is owned/primarily used by me.

I undertake to return the permit to Epsom & Ewell Borough Council if:

- I cease to be a resident living within the controlled zone or
- I cease to be the user of the vehicle detailed, or

- I am issued a replacement permit, or
- The Council withdraws the permit under the relevant article of the applicable Traffic Order.

I understand:

- that the Council has a duty to protect the public funds it administers and may therefore use the information provided, or share the information with other agencies or organisations.

### Signature

<b>Signature</b>		<b>Date</b>	
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### Offences

Permits obtained using false details or payment is dishonoured, will be revoked and the vehicle will be liable for penalty charges if parked where a resident's permit is required. In addition, the Council may bring legal proceedings against anyone dishonestly obtaining, or attempting to obtain, a parking permit.

### How to apply and pay

**By post:** completed application forms should be returned by post, enclosing the relevant items of proof and a cheque in full payment made payable to "Epsom & Ewell Borough Council".

**By phone:** You can call Customer Services on 01372 732000 to make payment, but you will still need to bring or send in copies of the relevant paperwork before the permit can be processed

### Office use only

<p>Proof of residence <input type="checkbox"/> Proof of VRM* <input type="checkbox"/></p> <p>Checked applicable zone:</p> <p>Receipt Number</p>	<p>Notes:</p>
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**Please note that a vehicle may not be parked in a permit bay until the application has been processed and the permit is displayed in the vehicle.**

## Residents' Parking Zone Guidance Notes

### OVERVIEW

1. Epsom & Ewell Borough Council (EEBC) manages on-street zones and restrictions on behalf of Surrey County Council (SCC). Residents' Permits are administered in accordance with the rules in Traffic Regulation Orders made by SCC.
2. Only residents living within a Residents Parking Zone are entitled to a permit for that zone, if they meet the criteria set out in the FAQs.
3. Each question on the application form should be completed and fully answered.
4. Permits are issued for a period of 12 months.
5. To qualify for a residents parking permit, the address shown in your application must be your main residence. The Council must be satisfied that an applicant is a genuine resident and resides at the property.

### VEHICLES

6. In order to qualify for a permit the vehicle for which the permit is intended for must be one of the following:
  - a. A passenger vehicle designed or adapted to carry up to eight people, excluding the driver
  - b. A small goods vehicle – i.e. up to 3.5 tonnes Maximum Gross Weight
  - c. A motorcycle
  - d. A mechanically-propelled invalid carriage

### PERMIT USAGE

7. The permit must be clearly displayed on the vehicle to which it relates.
8. You are only entitled to park within the Zone displayed on your permit.
9. The whole vehicle must be parked within the clearly marked parking places or bays.
10. A permit does not give any concession to park on yellow line or other restrictions.
11. A permit does not give the holder a right to park outside their home or guarantee that any parking space will be available.
12. **If you change your vehicle, even for a short time, you must contact Customer Services to arrange a new permit or dispensation. There is a £15 charge.** The normal evidence of vehicle ownership will be required (although not the evidence of residence). Permits will be issued within 5 working days.
13. Permits are only valid until the expiry date shown. Vehicles with out of date permits may be issued a penalty notice.

### PERMIT COST & REFUNDS

14. The current charge for a resident's parking permit is £50 for the first permit and £75 for the second permit, valid for 12 months.
15. A permit holder who surrenders a permit to the Council after the permit has become valid is entitled to a pro-rata refund for the remaining full months of the permit.

### LOST PERMITS

16. If a permit is lost, destroyed, damaged or stolen, the permit holder must notify Customer Services immediately so that an application for a duplicate permit can be made. A £15 charge will apply.

### CHANGE OF VEHICLE

17. A new permit must be obtained in the event of a change of vehicle. Please complete a new application form available from Customer Services, Epsom & Ewell Borough Council, Town Hall, The Parade, Epsom, Surrey, KT18 5BY. The normal evidence of vehicle ownership will be required (although not the evidence of residence) and the new permit will have the same expiry date as the old one. A £15 charge for this will apply. Permits will be issued within 5 working days.

### VISITOR PERMITS

18. You are entitled to 120 visitor permits per year.
19. You can purchase permits singularly or in batches up to your allowance.
20. Visitor permits can be brought in advance, allowing visitors to park in resident bays. Each permit costs £2 and is valid for one day.

### CONTRACTOR VISITING THE PROPERTY

21. You can ask for a Waiver Certificate (dispensation) to allow contractors to park when they are carrying out work on your property. You will need to contact Customer Services on 01372 732000 to organise this.