



CHANGE OF RESIDENCY

- If a resident moves out of a permit zone, it is their responsibility to return all residents/temporary/carer permits
- All residents/temporary/carer permits will be cancelled and if seen displayed in ANY vehicle may result in the issue of a Penalty Charge Notice
- There is no termination fee but due to the administration costs involved, no refunds are available
- Visitor permits are valid for the property and NOT the resident so should be left at the property for the use of the new occupants
- If a resident is moving to another property within the SAME zone then proof of residency for the new property is required so that we can amend the address accordingly – this will mean that the renewal reminder is sent to the correct address
- If a resident is moving to a new property in a different designated permit zone then depending on the time remaining on their existing permit, proof of residency for the new property is required and the existing permit **MUST** be returned together with the administration fee of £7.50.
- If the time remaining on the existing permit is less than **3 months** then due to the administration fee of £7.50 being charged, it is not worth amending the existing permit and a new application should be completed for the new zone and the required proofing documents for the new address together with the usual new application fee will apply.
- The existing permit must **NOT** be altered to reflect the new zone
- Please do **NOT** wait until you are due to move property before arranging the changes to your permit as dispensation to park your vehicle in the new designated permit bays/zone will not be granted
- There is an administrative fee of **£7.50** payable in advance
- Penalty Charge Notices will be issued to any vehicle displaying a permit showing any incorrect details