

CHANGE OF VEHICLE

- If a registered vehicle is replaced before its permit expires, the existing permit must NOT be altered
- Please do NOT wait until you are due to receive your new vehicle before arranging the changes to your permit as dispensation to park your vehicle in the designated permit bays/zone will not be granted
- There is an administrative fee of **£7.50** payable in advance
- The applicant MUST return their old permit which has the previous vehicle details displayed BEFORE the application will be processed and the replacement permit will be issued for the remaining period that the original permit was for
- Failure to return the old permit, will result in the application being treated as a new application, the normal documents will be required and the usual new application fee charged
- Proof is required to show that the applicant is the registered keeper of the new vehicle (new keeper slip, insurance schedule or proof of purchase/sale)
- Penalty Charge Notices will be issued to any vehicle displaying a permit showing any incorrect details