



**Godalming and  
Farncombe  
Residents Permit  
Replacement form**

**(Please complete)**

**Full Name:**

**Address:**

**Postcode:**

**Daytime Telephone No.**

**Email (Please Print)**

**ZONE: M, N, P or Q**

**Old Permit No.**

**Permit Returned YES / NO**

**There is a charge of £15 to replace a resident's permit. WAR – B2215-K4920**

**Payment received YES / NO**

**You must produce your new vehicle registration document (V5C) showing your name and Godalming or Farncombe address.**

**Whose name is on the vehicle registration document? (Please Tick)**

**Yours**

**Employer**

**Lease /  
Hire**

**Other**

**New Registration (in block capitals please)**

**Make**

**Cylinder capacity**

**Model**

**Type of Fuel**

**Colour**

**CO<sub>2</sub> Emissions**

**For Office Use Only:**

**Temporary Permit No.**

**Expiry Date**

**Issued by**

**Proof of Ownership Seen YES / NO**

**Replacement Permit No.**

**Date**

## **DATA ACCURACY**

The information you provide will be processed by Guildford Borough Council for parking permit purposes in line with the Data Protection Act 2018 and General Data Protection Regulation (GDPR). We may use your information for preventing/detecting fraud and other lawful purposes. We will also use it for performing statutory enforcement duties and may share it with other bodies who detect/prevent fraud or administer public funds. Your information will not be disclosed to third parties for marketing purposes. Further details are available on our website -<https://www.guildford.gov.uk/article/21422/Data-protection-and-privacy>, or from the Information Rights Officer, Guildford Borough Council, Millmead, Guildford, GU2 4BB (email: [foi@guildford.gov.uk](mailto:foi@guildford.gov.uk)).

We will retain your information for two years after administrative use has concluded. It will then be securely destroyed. If you believe the data we hold on you is incorrect you may request to see it and, if necessary have it corrected or deleted. If you wish to make a complaint you can contact us at the above address. If you believe we are not processing your data lawfully, you can complain to the Information Commissioner's Office ( <https://ico.org.uk/> ).