



CHANGE OF DETAILS OF A GUILDFORD RESIDENT'S PARKING PERMIT

FULL NAME: Mr/Mrs/Ms/Miss/Dr.....

ADDRESS:

..... POSTCODE: GU.....

DAYTIME TEL. No. EMAIL (Please Print):

AREA: A B C D E F G H I J

OLD PERMIT No.

PERMIT RETURNED Yes / No

If you lose your permit and need a duplicate there is a replacement charge of £15.00
Paid: Yes / No

You must produce your new vehicle registration document (V5C) showing your name and
Guildford address

Registered Owner (Company Vehicles only)

New Registration (In block capitals please)

Make

Cylinder capacity

Model

Type of Fuel

Colour

CO₂ Emissions

Is the vehicle more than 5 tonnes? Yes / No

Signature:

Date:

For office use only: Temporary Number..... Expiry Date.....

ADDITIONAL CHARGE Yes / No

REFUND TO BE GIVEN Yes / No

How much

How much

Date paid

Date refund sent

ISSUED BY.....

PROOF OF OWNERSHIP SEEN YES / NO
(V5C or Company letter)

REPLACEMENT PERMIT No. DATE:

P.T.O

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).

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/>).