

Amendment Form for Residents Parking Permits

Please complete in BLOCK CAPITALS and in black ink.

Personal Details

Permit No

Full Name of Resident Mr/Mrs/Miss/MS (Delete as appropriate)

Address

Postcode Zone

Is this permit for a temporary period? Yes No

If **Yes** - Date from / / to / /

Have you changed your personal details? Yes No
If **Yes** please fill in your previous details

Previous Name Mr/Mrs/Miss/MS (Delete as appropriate)

Previous Address

Postcode Zone

Have you changed your vehicle? Yes No

If **Yes** please fill in vehicle details below

Previous Vehicle Registration Number

New Vehicle Details (Permits will be issued to Class A vehicles only - see notes)

Vehicle Registration Number

Make Model Colour

Does your vehicle exceed - Weight laden - max 2000 kilograms? Yes No

exceed - Length - max 4.5 metres? Yes No

If permit is for a van - please state the vehicle gross weight (maximum laden weight) of your vehicle

I certify that the vehicle has a valid Tax Disc Expiry date Month Year

I certify that the vehicle is in constant daily use and will not be left in the designated parking places for days on end without being used (holidays excepted).

I authorise the Department to make whatever enquiries it considers necessary to verify the above details.

I confirm that I fully understand and will abide by the conditions of use set out below.

Signed Date / /

When completed this form should be returned to the **Parking Permit Section, Vehicle and Driver Test Centre Ballafletcher Road, Tromode. IM4 4QJ Tel: 01624 686687, Fax: 01624 686920**

**NB: For change of vehicle the log book and permit must accompany this application.
For change of Address the log book, driving licence, permit AND proof of address must accompany this application.**

Conditions

1. The permit must be clearly displayed on the front windscreen at all times when the vehicle is parked in the designated parking place. Failure to do so may result in the issuing of a Fixed Penalty Notice.
2. Vehicles and their contents are parked at owners risk and the Department will accept no liability for loss or damage to vehicles or persons however caused.
3. The permit holder is responsible for the safe-keeping of the permit and must notify the Department immediately of any loss of a permit.
4. Permits should be surrendered back to the Department if no longer required.
5. Permit holders must advise the Department of any change of address and/or vehicle.
6. Permits remain the property of the Department and are **not transferable** to other persons.
7. In the event of any abuse of these conditions and without prejudice to any action capable of being brought under the relevant Road Traffic legislation, the Department reserves the absolute right to recall and cancel the permit without refund of any unexpired period, at any time and to decline thereafter to allocate any further permits to the person concerned.
8. The issuing of permits does not guarantee the availability of a space in the designated parking place.

Notes: Class A vehicles are defined as:

- Motor cars (including dual purpose vehicles, i.e. 4x4's)
- Motorcycles and motorcycles with sidecars
- Tricycles (3 wheeled not exceeding 500 kilograms unladen weight)
- Invalid carriages
- Light Goods Vehicles (including car derived vans) not exceeding 2000 kilograms maximum laden weight and not exceeding 4.5m in length.

Should an application for a permit be turned down, applicants have a right of appeal. An appeal form can be obtained from the Highways Administration Section and should be submitted with any supporting documentation (if any) within 21 days of the date of refusal.

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Office use only

Log Book details confirmed	Date		Driving Licence confirmed	Date	
	<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>
Proof of address confirmed	Date		Date		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	