

# Amendment Form for Residents Parking Permits

Please complete in BLOCK CAPITALS and in black ink.

## Personal details

Permit number

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**  /  /

**Send completed form to:** Parking Permit Section  
Vehicle Test Centre, Ballafletcher Road, Tromode  
Isle of Man, IM4 4QF  
Tel: +44 1624 686687  
Email: [parkingpermitenquiries.doi@gov.im](mailto:parkingpermitenquiries.doi@gov.im)

**Please note: For change of vehicle the log book, insurance 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.

An application for a temporary permit, i.e. UK registered vehicle being re-registered, must be accompanied by a valid tax disc.

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

**Office use only**

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