

Permit Registration Change



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PO BOX 8045
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DE14 9JG

Please complete this form and return it to the Parking Section at the address to the left, along with your original permit. If you have any queries regarding this matter please telephone 01283 508036.

There is a standard £25.00 admin charge to change the registration number on your permit. Any vehicles on the permit must be owned by the applicant or by members of the applicant's family resident in the same household. You **MUST** provide a copy of the registration document or some other form of ownership for all vehicles inserted below.

Title	
Full Name	
Address	
Current Permit Number	
Old Registration	
New Registration	
Admin Charge	Standard £25.00 Admin Charge <input type="checkbox"/>
Payment Method (Please Refer to Details Overleaf)	Cheque <input type="checkbox"/>
	Debit/Credit Card Via Telephone <input type="checkbox"/>
Payment Contact No.	
Payment Receipt No.	
Signature	
Date	

Payment Methods

Cheques:

Cheques should be made payable to East Staffordshire Borough Council and your **permit number** should be written on the back and sent to East Staffordshire Borough Council, PO Box 8045, Burton upon Trent, DE14 9JG or taken to our Customer Services Centre in the Market Place, Burton upon Trent or at Uttoxeter Library.

Debit and Credit Cards:

You are able to pay via debit or credit card at our Customer Services Centre in the Market Place, Burton upon Trent or at Uttoxeter Library. You can also pay for your permit over the phone.

Should you wish to do so, please contact the parking office on 01283 508036 prior to sending off the Permit Registration Change form. You will then be given a receipt number to reference on this form. Alternatively if you provide us with a contact number we can call you at a convenient time to take payment.

Please be aware the new permit will not be sent out until full payment of the admin charge has been received.