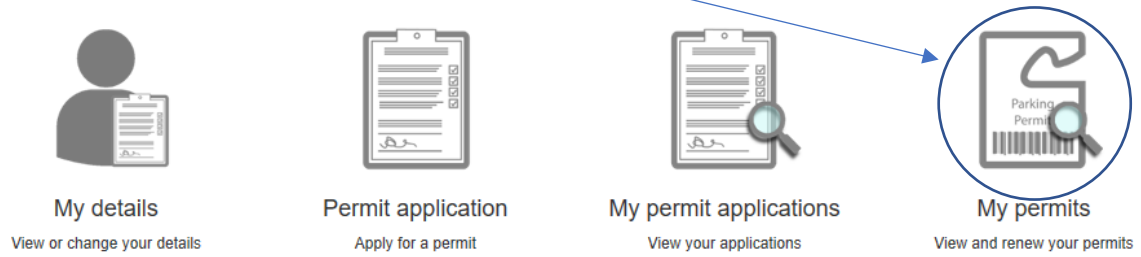


1. I have changed my vehicle

a) Log into your account to and go to My Permits



b) Select the resident permit that you want to change vehicle registration on

Permit type	Vehicles	Permit number	Start date	
Temporary - All Zones	[REDACTED]	[REDACTED]	04/03/2020	Valid until 28/04/2020

c) Select Request Cancellation and send a message to the permit team

Permit details | Applicant | Vehicles | Question responses | Payments | Proofs

Permit number : [REDACTED] Status : Valid until 28/04/2020

Permit type : Temporary - All Zones Application number : 457290

Zone : 14R

Period : 8 Weeks Issue date : 27/02/2020 14:03

Start date : 04/03/2020 Expiry date : 28/04/2020

Cost : £0.00 Owing : £0.00

[Upload supporting documents](#) [Request cancellation](#) [Back](#)

d) Enter your reason e.g. I have bought a new vehicle and need a new permit

Permit cancellation

Please state why you would like this permit to be cancelled so that we can process your request promptly :

Close

Next

e) Upload Proof of vehicle ownership

Remember this must show name, address and vehicle registration

The screenshot shows a web interface for permit details. At the top, there are tabs: Permit details, Applicant, Vehicles, Question responses, Payments, and Proofs. Below the tabs, the permit details are listed in two columns. The left column contains: Permit number (redacted), Permit type: Temporary - All Zones, Zone: 14R, Period: 8 Weeks, Start date: 04/03/2020, and Cost: £0.00. The right column contains: Status: Valid until 28/04/2020, Application number: 457290, Issue date: 27/02/2020 14:03, Expiry date: 28/04/2020, and Owning: £0.00. At the bottom right, there are three buttons: 'Upload supporting documents' (purple), 'Request cancellation' (red), and 'Back' (white). A blue arrow points from the text above to the 'Upload supporting documents' button.

Permit number :	██████████	Status :	Valid until 28/04/2020
Permit type :	Temporary - All Zones	Application number :	457290
Zone :	14R	Issue date :	27/02/2020 14:03
Period :	8 Weeks	Expiry date :	28/04/2020
Start date :	04/03/2020	Owing :	£0.00
Cost :	£0.00		

[Upload supporting documents](#) [Request cancellation](#) [Back](#)

Proof of ownership of vehicle

Only one proof required showing the name, address and vehicle registration for which the permit is for. The council will not issue a permit if the vehicle is registered to a different address. The only exception to this is company vehicles and lease/rental cars. If you are not the owner of the vehicle, we require a copy letter stating that you have a right to use the vehicle including documents that show you are insured to use the vehicle.

- DVLA registration document (V5C)
- Current insurance certificate/schedule

Once we have received your message and proof of vehicle ownership for the new vehicle, we can change the details on the permit and re-issue the permit.

If you have not received the DVLA V5 document or Insurance schedule/certificate you can apply for a Temporary permit

These normal takes 7-14 days depending on numbers