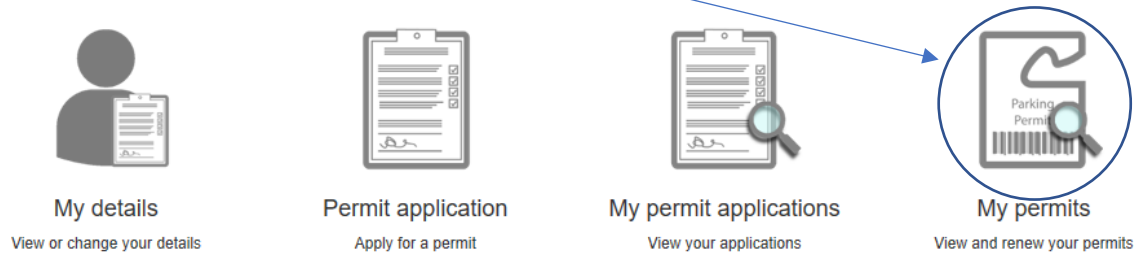


# 1. I have moved to a new house

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



b) Select the permit that you want to cancel

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 moved address and do not need this permit.  
PLEASE STATE IF YOU REQUIRE A REFUND

## Permit cancellation

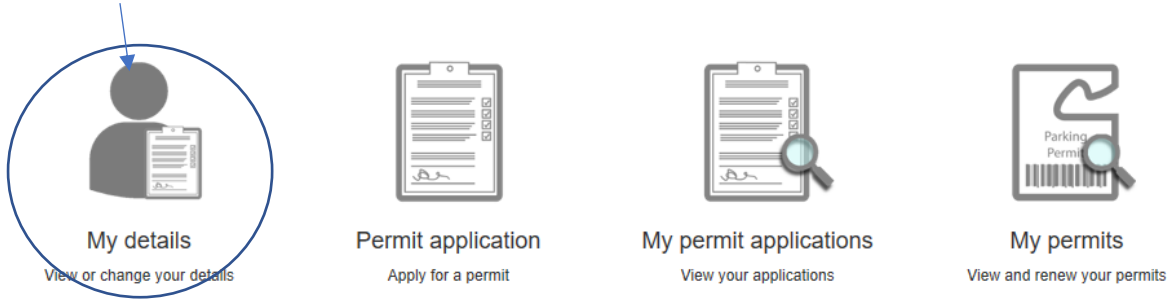
Please state why you would like this permit to be cancelled so that we can process your request promptly :

[Close](#) [Next](#)

If you have moved outside of the permit scheme the Permit team will cancel the permit. Refunds are only processed for second resident permit and if it has been requested.

If you have moved within the permit scheme, please change your address details and apply for a new permit

1. Go to My Details - change the address



2. Apply for a Permit - either Temporary if you do not have the correct proofs or Resident Permit

