

Change of Personal Details for Residents' Parking Permit



THE ROYAL BOROUGH OF
**KENSINGTON
AND CHELSEA**

Please write clearly in BLOCK CAPITALS in black ink and tick all relevant boxes.
Please make sure you sign and date this form and enclose all relevant documents.

Please call the Customer Services helpline **020 7361 4381** or email
residentparking@rbkc.gov.uk for advice or if you have difficulty providing the
documents required.

Permit number:

Vehicle registration:

Personal Information

Current name of permit holder:

Work telephone:

Current address:

Mobile:

Email:

Home telephone:

Change of Details

Change of name

Former name:

Please provide proof your name has changed such as a marriage certificate or deed poll (we will accept photocopies)

Change of address

Previous address:

Postcode:

Please provide two proofs of your new address from the following

Please tick boxes to show which documents you are providing.

- Council Tax registration (we can check this you do not have to send a document)
- Valid driving licence
- Current council or housing trust rent statement
- Valid Home Contents Insurance policy
- Benefits or pension statement for current financial year

- Firearms certificate
- Tenancy agreement (not handwritten and valid for the full life of the permit)
- Current bank or building society statement (showing address and dated within the past three months)
- Solicitor's letter of completion – Only valid if you have moved within the past 3 months

Please enclose original documents, we do not accept photocopies for change of address

Returning Documents

There is no charge for changing your name or address.

We will post your proof of address back to you by ordinary post unless you tick this box to request us to send it by Recorded Delivery.

Please send this form and proof of change of name or address to:
Customer Service Department at Kensington Town Hall
Hornton Street, London
W8 7NX

Signature:

Date: