

**Apply for a Resident Permit Account - Mipermit**

Please only complete this form if you have been advised to apply for a digital resident parking permit **and** do not have access to a valid council tax reference.

You can apply for a resident parking permit by applying online by visiting the councils website and searching for digital permits, you will need:

* A vehicle registration number (resident permits only)
* A valid credit or debit card
* Your Council Tax account number as proof of residence. You may be required to provide additional proof of residence if requested.
* A proof of vehicle being linked to the property (V5C, insurance document, Hire agreement)

Resident parking permits are now digital permits. Therefore, there is no need to display your permit in your vehicle. Please note this application form is to set up an account, or transfer your account to a new address, which will allow you to apply for a digital permit without a council tax reference. **This form is not to be used to apply for a permit. Therefore, we do not require payment at this time.**

Once this application form is submitted and processed, you will be sent an email or contacted by phone to confirm your account is active. This will include a PIN which will allow you to log into the MiPermit portal and purchase your permits.

Completed application forms should be returned to:

Permits@cardiff.gov.uk

Or by post to:

Parking Services, The City of Cardiff Council, PO Box 47, Cardiff, CF11 1QB

This form is available in Welsh/Mae’r ffurflen hon ar gael yn Gymraeg

You are welcome to correspond with us either in Welsh, English or bilingually. We will respond accordingly, and communication in Welsh will not cause any delay

Do you already have a MiPermit account, but do not have access to a council tax reference?

Yes – Go to section 2 No- Go to next Question

Do you already have a MiPermit account, and would like it transferred to a new property?

Yes – Go to section 3 No- Go to section 1. **You do not need to complete sections 2 or 3**

## **Section 1 – Applicant details**

## **Full name of permit holder**

First name and surname

## **Address permit applying for**

This should be your primary address

## **Main phone number**

Please include a mobile phone number if possible. Once your mobile phone number is registered on your account you will be able to log in your visitors via SMS.

Mobile phone number

## **Email address**

## Please include an email address if possible as a PIN number will be sent to your address which will allow you to log into your new MiPermit account to purchase your permits. This will also be used as your login.

Additionally, by providing an email address, this will allow you to receive confirmation emails/receipts and information on your permits.

Email

## **Section 2 – Existing Mipermit account holder with no Council Tax Reference**

**Email address or mobile phone number registered on your MiPermit account?**

Email address/Mobile phone number

**Go to Section 4 – Proofs**

**Section 3 – Transferring your account**

**Email address or mobile phone number registered on your MiPermit account?**

Email address/Mobile phone number

**What was your previous address?**

Previous address

**What is your new address?** Your account will be changed to this address

Current address

## **Section 4 – Proof**

Please attach a **copy** of one of the following as proof of address:

* Tenancy agreement
* Utility Bill
* Bank Statement
* Solicitors Letter confirming completion of purchase of property

Please note any proof of address should be dated within 3 months of application.

## **Section 5 – Signature**

By signing and dating this application form, you are agreeing to a MiPermit account being created in your name. Once this application form is submitted and processed, you will be sent an email or contacted by phone to confirm your account is active. This will include a PIN which will allow you to log into the MiPermit portal and purchase your permits.

## **Signature**

Signature of Permit holder

## **Date of Signature**

Date application form signed by permit holder

**Declaration**

Cardiff Council is the Data Controller and will process your personal information to carry out our obligations in compliance with Article 6 (1) (c) of The General Data Protection Regulation. The authority or other relevant bodies may use any information you provide for enforcement purposes, fraud detection or any other related purposes as permitted by law. For further information on how Cardiff Council manages your information, see our full Privacy Policy on the Council’s website.