



Clean Air Zone - How to make an application for an exemption permit

What is an exemption permit for the Clean Air Zone?

Birmingham is on a journey to cleaner air and the Clean Air Zone (CAZ) is a key part of this journey. From 1 June 2021 non-compliant vehicles will be charged each time they enter the zone. In order to help the transition to the CAZ requirements, there are a number of exemptions available for:

- Residents
- Workers
- Commercial vehicles registered in the CAZ
- Commercial vehicles with existing finance agreements (must be able to prove that the vehicle is regularly kept overnight in the CAZ for the purpose of carrying out business in the CAZ)
- Community transport vehicles

This document sets out the process for applying for the above exemptions. The proof (evidence) required, how long it will take to complete your application and how to seek assistance.

Before applying for an exemption permit it is important that you read through the [Terms and Conditions](#) on the [Brum Breathes](#) website and check your vehicle compliance using the [DVLA vehicle checker](#).

Important:

Please note whilst your application is being processed within any of the above categories this will be referred to as an **Exemption Permit**. You will not receive a paper permit to display. If your application is successful, your vehicle registration will be added to an online list of exempt vehicles and you will not be chargeable during the period of your exemption, which will commence on the launch date of Birmingham's Clean Air Zone.

How to make your Exemption Permit Application

The application is a short, two-stage process.

Step 1 - Create an Exemption Permit Account

1. Select which exemption permit you are applying for. **Please note**, once you have created your account you will only be able to apply for that specific permit type i.e. Resident, Worker etc.
2. You will need a valid email address to apply and will be asked to create a password. Once this has been done click 'next'.
3. On the next screen you will be asked for personal details, including: your name, contact number and address. Once completed click 'submit'.
4. You will then receive an email requesting you to **activate** your account by clicking on the link emailed to you.

Below are a set of screenshots demonstrating how to create an account with the instructions listed above.

#brumbreathes

My permit account

Before creating any exemption account please ensure you have checked if your vehicle is non-compliant. Please [click the link to go to the DVLA vehicle checker](#).

If the vehicle is compliant there is no further action required and do not proceed further with your application.

Email :	<input type="text"/>	Required
Password :	<input type="password"/>	Required
<input type="button" value="Create a new account"/>		<input type="button" value="Sign in to my account"/>
I've forgotten my password		

This is the first screen. Please click 'create new account'. Once your account is created, you can then return and click 'sign in to my account'

My permit account registration - step one

In order to be eligible for any exemption, **your vehicle must be registered to you or your organisation BEFORE September 10th, 2018.**

* Account type : Resident
 Workers
 Community Use
 Commercial

Residents account are for people applying for a Clean Air Zone (CAZ) exemption based on living inside the CAZ. Please check your postcode is within the CAZ boundary.

Please register with an email address and password. You will be sent a confirmation email. Your account will not be active until you have clicked on the link in this email.

* Email :
* Password :
* Confirm password :

Password must contain at least 8 characters including one lower case, one upper case and one numeric character.

The following screen will ask you to select which type of exemption permit you are applying for. You will need to provide an email address and password.

My permit account registration - step two

* Title :
* Initials :
* Forename :
* Surname :

* Contact method	* Details
<input type="text" value="Daytime phone"/>	<input type="text"/>

* Home Address :
* Search postcode :

You will then need to provide your personal contact details. **Please Note** - If you are applying for a resident permit you must supply your home address. For a worker permit it must be your work address.

Once you have completed step 1 (creating an account), click 'Finish' and you will be sent an email asking you to confirm your account. Once completed, you can sign into your account by clicking on the link you have been emailed and begin applying for your Exemption Permit.

Step 2 - Applying for an Exemption Permit

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My account Peter Edwards -

- My details
View or change your details
- Permit application
Apply for a permit
- My permit applications
View your applications
- My permits
View and renew your permits

Please note that dates have not yet been updated on the system to reflect the new launch in 2021. All exemptions will run from the new date of 1 June 2021 so please ignore until updated.

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My account Joe Bloggs -

Permit application

Permit category (You must fill in all fields marked *)

Please select the type of permit you require.

* Permit category: Residents Exemptions

Permit type (You must fill in all fields marked *)

Please choose a particular permit.

* Permit type: Residents Exemption

* Zone: Clean Air Zone

* Issue period: 12 months

Start date: 01/07/2020

Expiry date: 30/06/2021

Applicant details

Title: Mr

Forename: Joe

Surname: Bloggs

Email address: joebloggs@gmail.com

Daytime phone: 0777777777

Address details

Address: 200, THE ROTUNDA
150 NEW STREET
LADYWOOD
BIRMINGHAM
B2 4PA

Vehicle details (You must fill in all fields marked *)

* Vehicle registration:

Questions (You must fill in all fields marked *)

* Does your vehicle require an exemption? Please select...

* Have you checked your vehicle on the online vehicle checker? Please select...

Cancel Next

Once you have logged into your account, you will be presented with the home page.

Click 'Permit application - apply for a permit'

Please Note – the screenshots are an example of a resident exemption permit.

Most of the next page will already be pre-populated with the exemption type you are applying for when you registered. It will also contain your contact details.

You will need to enter your vehicle registration number (VRM).

Next, answer the vehicle compliance questions. You must be able to answer 'yes' to both questions in order to proceed.

The following page will ask you to check and confirm your details. Please ensure your vehicle registration is correct.

Please Note – vehicle registration letters must be correct ie: zero, must be the actual numerical '0'. If it is the alphabetical letter 'O' – please make sure it is entered correctly.

Permit application confirmation

Application number : 427369
Application date : 14/01/2020
Permit type : Residents Exemption
Start date : 01/07/2020
Period : 12 months
Price : £0.00

Thank you for your permit application.
To move on to the next stage of the application you will now need to upload your proof documentation by clicking the "Upload Supporting Documents" button.
PLEASE NOTE that if you press the "cancel" button without providing proof documents your application will be declined and you will be required to complete the application again.

[Cancel](#) [Save application](#) [Upload supporting documents](#)

Upload supporting documentation

Application number : 427369
Application date : 14/01/2020
Permit type : Residents Exemption
Start date : 01/07/2020
Period : 12 months
Price : £0.00

To apply for your Resident Exemption you will need to upload:

1 x Proof of vehicle ownership

This should be the following:

- The VSC log

1 x Proof of residence

This should be one of the following:

- Your current council tax bill
- A utility bill less than 3 months old
- A bank statement less than 3 months old

You may upload up to 4 documents.

Each document must not be greater than 5MB in size and must be one of the following types:

- Scanned document or photo in JPEG format (jpg, jpeg)
- Microsoft Word document (doc, docx)
- Rich Text document (rtf)
- Microsoft PowerPoint document (ppt, pptx)
- Scanned document or photo in TIFF format (tif, tiff)
- Bitmap Image (bmp)
- Portable Document Format (pdf)
- Scanned document or photo in PNG format (png)

New proof documents : [+ Add document](#)

[Cancel](#) [Upload documents](#)

You have now created a Exemption Permit application. You will now need to upload your evidence to prove your eligibility. If you do not have this evidence to hand you can save and come back later.

To add your documents you must click '**Add Document**' and then to upload the documents to the system you need to click '**Upload Documents**'.

You will need to provide the required evidence for the exemption permit you are applying for.

Once uploaded click 'finish'.

Your application is now complete and will be reviewed and processed by CAZ team. You will be contacted by the CAZ team if more info is required.

File formats accepted for uploading evidence

When completing your online application, you will be asked to provide evidence of vehicle ownership, your address etc. If you start your application and do not have your documentation ready, you can save your application and return to it later. Once you have the required documentation ready you can proceed and complete your application.

Documents will need to be scanned and provided in one of the listed file types below.

Each document must not be greater than **5MB** in size and must be one of the following types:

- Scanned document or photo in JPEG format (jpg, jpeg)
- Microsoft Word document (doc, docx) (non-editable)
- Rich Text document (rtf)

- Microsoft PowerPoint document (ppt, pptx)
- Scanned document or photo in TIFF format (tif, tiff)
- Bitmap Image (bmp)
- Portable Document Format (pdf)
- Scanned document or photo in PNG format (png)

Important information

Please Note, for **resident and worker** permit exemptions, the postcode provided **must** be within the **Clean Air Zone**. The application system will not let you proceed if the postcode falls outside the Clean Air Zone.

If you do not receive the activation email, please check your junk folder within your emails.

Please note, the online form will **time out/close after 10 minutes** of being inactive. This will result in you losing the information and having to restart your application.

In order to prove your eligibility for the CAZ exemptions, you will need to provide the following proof, depending on which exemption you are applying for:

WORKER EXEMPTION

You will need to provide an image or copy of 1 document from the list below:

Proof of Work Address:

- A current letter from your employer on **company headed paper** confirming both
 - Your weekly contracted hours
 - Workplace address

We will not accept a job offer letter or contract unless it contains the above information and is dated within the last 3 months.

Proof of Earnings:

- Your most recent P60
- A payslip from the last three months (this must include company name, your name, date and overall net pay)
- If self-employed, your most recent tax return

Proof of ownership of a non-compliant vehicle:

- V5C certificate
 - You must be the registered keeper of the vehicle, your name must be on the V5C.

RESIDENT EXEMPTION

Vehicle document: You will need to provide an image or copy of **one document** from the list below:

- **Your own private vehicle:** your V5C vehicle registration certificate (logbook). (You must be the registered keeper of the vehicle and named on the V5C)

- **Company car:** A company car authorisation letter - this must be on company headed paper, state your full name, the number plate (Vehicle Registration Mark) and confirm that the vehicle is for your use only. (The vehicle must be registered in the company name with the DVLA)
- **Lease vehicle:** Vehicle lease document - this is the document that you signed to lease the vehicle. (The vehicle must be registered in the lease company's name with the DVLA)
- **A company car provided by a lease company:** your company's vehicle lease document (this is the document that you signed to lease the vehicle)
- **A company car authorisation letter:** this must be issued by your employer on company headed paper, state your full name, the number plate (Vehicle Registration Mark) of the company car and confirm that the vehicle is for your use only. (The vehicle must be registered in the company or lease name with the DVLA)

Proof of address: one of the following is required:

- **A council tax bill** (valid for the current year)
- **A current utility bill**, for example, a gas, electric or water bill (no more than 3 months old. Mobile phone bills are **not** accepted)
- **A bank or credit card statement** (no more than three months old. Standard bank letters will not be accepted it must be a statement)
- A formal tenancy agreement or housing association rent document (dated within the last 12 months)
- **Your driving licence** (must contain the address you are using to register for the resident's exemption)

COMMERCIAL VEHICLE REGISTERED IN THE CAZ

Please note that you can apply to exempt a maximum of two vehicles in this category

You will need to provide an image or copy of 1 document from the list below:

Vehicle documents

- **Your V5C vehicle registration certificate** (logbook). The vehicle must also be registered with the DVLA in the business name and within the CAZ.
- **Details of your entire fleet**
 - This must be a complete list of all the vehicles registered in the business name
 - The vehicles for which you can apply for an exemption **must** be the two cleanest non-compliant CAZ vehicles.

Business details

- **Registered name and address** (letterhead paper)
- **Companies house registration or VAT registration number**

Or in the case of a sole trader one of the following:

- **Tax return**
- **Business insurance**
- **Liability insurance**
- **Membership certification from Federation of Small Business (FSB)**

- **Business bank account statement** (not a standard bank letter, it must be a statement)
- **A letter from accountant or solicitor confirming sole trader status** (dated in last 3 months)

EXISTING FINANCE AGREEMENT

There is no limit to the number of vehicles each business can apply for in this exemption category.

Vehicle documents

You will need to provide an image or copy of:

- **Leasing or finance agreement** for each proposed exempt vehicle

Business details

- **Registered name and address on company letterhead paper**
- **Companies house registration or VAT registration number**

Or in the case of a sole trader one of the following:

- **Tax return**
- **Business insurance**
- **Liability insurance**
- **Membership certification from Federation of Small Business (FSB)**
- **Business bank account statement** (not a standard bank letter, it must be a statement)
- **A letter from accountant or solicitor confirming sole trader status (dated in last 3 months)**

COMMUNITY

There is no limit to the number of vehicles your organisation can apply for in this category.

Vehicle document

You will need to provide an image or copy of:

- **V5C document for each eligible non-compliant vehicle** (must be in the name of the company)

Proof of community vehicle status

You will need to provide one of the following:

- **Section 19 documentation** (permit, this must be the official paper document not the vehicle sticker)
- **Section 22 documentation** (permit, this must be the official paper document not the vehicle sticker)

Contact us

If you require assistance with your application you can contact the Clean Air Zone team at cleanair@birmingham.gov.uk. Whilst processing your application, if we require further information from you, we will contact you directly via email. Please be aware that, during peak times, we will likely receive a high volume of exemption applications, therefore you may not receive the status of your application immediately.

Please note, as stated above, **you will not receive a paper permit**. Approved applications will be issued no later than 28 days before the zone goes live, but will not appear in the 'my permits' section in your account until they are issued. If your application has been approved, please do not contact us to seek an update.