

Application for a Parking Exemption



- Use this form to apply for an exemption to park or wait in a restricted road or area, for example in a parking permit bay or on a yellow line during restricted hours
- Complete **all** parts of the form and sign and date it. Incomplete or unsigned application forms cannot be processed.
- **Please allow at least 7 days before the required start date.** Once received your application will be assessed within 3 working days and you will be contacted to advise you whether it has been approved
- There may be a charge for the exemption and you will be advised when contacted. Current prices are available online at www.richmond.gov.uk/parking
- Payment can only be taken by credit or debit card (excluding American Express and Diners Card)
- To submit your application form you can **scan and email** to parkingsuspensions@richmond.gov.uk; or **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT.

For additional guidance see online at www.richmond.gov.uk/parking, or call **020 8734 3365**.

Type of exemption...Tick one

- Parking bay suspension**
i.e. to reserve bays by suspending their normal use for other vehicles
- Vehicle dispensation**
i.e. to allow specific vehicle(s) to park where restrictions normally apply

Location...Please write clearly in BLOCK CAPITALS

Road name

Community Parking Zone or area

Specific Location

(e.g. Outside property number...)

RingGo zone number

(Pay and Display Bays only)

Type of restriction...Tick all that apply

- Resident permit bay
- Pay and display bay
- Loading bay
- Shared use bay
(Residents/Business/P+D)
- Free bay
- Taxi bay
- Car Park bay
- Business permit bay
- Single yellow line
- Ambulance/Doctors bay
- Car Club bay
- Double yellow line
- Disabled bay

Will the vehicle require a waiver of the Overnight waiting ban?
(Vehicles over 5 tonnes between 18:30 and 08:30 Mon-Sun)

Yes No

Duration of exemption

From	Date (dd/mm/yyyy)	Time (HH:MM)
To	Date (dd/mm/yyyy)	Time (HH:MM)

Vehicle details

Number of vehicles

Registration Number(s)
(if known)

Vehicle description

(Size/Type/Weight as applicable)

Reason for exemption...Tick one

- Building works
- Filming
- Road works
- Car in garage/Hire car
- Funeral
- Trader
- Commercial office move
- Special event
- Tree works
- Delivery/collection
- Residential house move
- Wedding

PLEASE TURN OVER

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Your details

Name	<input type="text"/>
Office/Home address	<input type="text"/>
Telephone number	<input type="text"/>
Email address	<input type="text"/>

Additional information required

Special Requirements

(e.g. Health and Safety, heavy equipment etc.)

Please state N/A if not applicable.

Continue on additional sheets if necessary

Use of Your Information Statement

Under the Data Protection Act 1998 the London Borough of Richmond upon Thames is the Data Controller of your personal information.

The Council respects your privacy rights and is committed to ensuring that it protects your details and the information about your dealings with the Council. The personal information that you provide to process your parking dispensation will only be used by the Council to:

- Process and administer your parking exemption
- Prevent and detect fraud in relation to parking services and
- Conduct surveys and research relating to parking in the borough.

The Council may share your information (but only the minimum amount of information necessary to do the above and only where it is lawful to do so) with other Departments within the Council (including the elected members), other local authorities, central Government departments (e.g.: TfL; London Councils; the Parking and Traffic Appeal Service), law enforcement agencies and statutory and judicial bodies.

You have a right to see your information (subject to certain exceptions and the payment of a fee). If you have any requests concerning your information or any queries with regard to the Council's processing of information, please write to Parking Services, PO Box 221, Twickenham TW1 3TL.

Declaration

I declare that

- The information provided on this application form is correct
- I understand that vehicles parked without observing the parking restrictions in place, and which do not have a valid exemption from London Borough of Richmond upon Thames will be in contravention and may be issued with a penalty charge notice
- I understand that the Council will **not** issue refunds on any suspensions which have been correctly signposted, and where the suspended bays were blocked by other motorists, skips, materials etc.
- I understand that my information will be used by the London Borough of Richmond upon Thames as specified in the 'Use of Your Information' statement.

Signature...Must be completed by all applicants

Signature

Date

Unsigned applications will not be processed.

If you need this form in Braille, large print, audio tape or in another language, please call 020 8891 7071 or Textphone on 020 8831 6342

For Office Use	Processed by <input type="text"/>	Date <input type="text"/>
Administration Fee	<input type="text"/>	Total Charge <input type="text"/>
Bay/Day fee	<input type="text"/>	Payment reference 126- <input type="text"/>