

Business parking permit application form



See www.richmond.gov.uk/parking for the latest version

- Read through this form and the guidance notes before completing.
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed.
- To submit your form and proofs, you can **scan and email** to parkingpermits@richmond.gov.uk; or **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT.
- When you apply make sure you include all proofs and correct payment.

Allow 14 days for delivery of your permit(s).

About you...Please write clearly in BLOCK CAPITALS

| | |
|------------------|--|
| Title | Mr / Mrs / Miss / Ms / Other (please specify): |
| Forename(s) | |
| Surname | |
| Business name | |
| Business address | |
| Telephone no. | |
| Email address | |

Proof of current address

ALL must be provided and must show the address. Only send COPIES as proofs cannot be returned

| | |
|--------------------------|--|
| <input type="checkbox"/> | Utility bill for the business address dated within 3 months |
| <input type="checkbox"/> | Business rates bill for the current year |
| <input type="checkbox"/> | A signed letter on company headed paper stating that the company operates as a business from that address. |

Controlled parking zone

| | | | |
|--|--|---|--|
| <input type="checkbox"/> ALL | <input type="checkbox"/> E | <input type="checkbox"/> N | <input type="checkbox"/> T4 |
| <input type="checkbox"/> A1 | <input type="checkbox"/> E (part Popes Grove only) | | <input type="checkbox"/> T5 |
| <input type="checkbox"/> A2 | <input type="checkbox"/> ES | <input type="checkbox"/> S | <input type="checkbox"/> WC |
| <input type="checkbox"/> A3 | <input type="checkbox"/> ES1 | <input type="checkbox"/> S2 | <input type="checkbox"/> WR |
| <input type="checkbox"/> B | <input type="checkbox"/> F | <input type="checkbox"/> S3 | <input type="checkbox"/> WS |
| <input type="checkbox"/> B1 | <input type="checkbox"/> FW | <input type="checkbox"/> SH | <input type="checkbox"/> WT |
| <input type="checkbox"/> B2 | <input type="checkbox"/> H | <input type="checkbox"/> SH/WT | <input type="checkbox"/> X [inc. inner area] |
| <input type="checkbox"/> C | <input type="checkbox"/> KA | <input type="checkbox"/> T | <input type="checkbox"/> X [exc. inner area] |
| <input type="checkbox"/> CB | <input type="checkbox"/> KB | <input type="checkbox"/> T (Bridgeman Road, Cedar Road, Christchurch Avenue, Station Road part) | |
| <input type="checkbox"/> CR | <input type="checkbox"/> KC | <input type="checkbox"/> T1 | <input type="checkbox"/> X1 |
| <input type="checkbox"/> D [inc. inner area] | <input type="checkbox"/> KS | <input type="checkbox"/> T2 | |
| <input type="checkbox"/> D [exc. inner area] | <input type="checkbox"/> M | <input type="checkbox"/> T3 | |

Duration

☐ 3 months

☐ 6 months

☐ 12 months

About your permits

- Second and 3+ permits are charged at around 1 ½ and 2 times the equivalent first permit respectively.
- Businesses may only have 5 current business permits at any time unless authorised by the Council.
- Band A vehicles i.e., those first registered on or after 01/03/2001 with engine CO2 emissions of 100g/Km or less are eligible to a 50% discount, or in existing experimental CPZs only are free.

Transferable permits

Permits displaying your BUSINESS NAME which can be used on ANY vehicle.

I'm applying for

☐ (0 or 1) **First** permit

☐ for a **Band A** vehicle

☐ (0 or 1) **Second** permit

☐ for a **Band A** vehicle

☐ (number) **3+** permits for **Band A** vehicles

☐ (number) **3+** permits for **non-Band A** vehicles

Vehicle specific permits

Permits displaying the VEHICLE REGISTRATION to be used ONLY on that vehicle.

I'm applying for

☐ (0 or 1) **First** permit

| Registration | Make | Colour | Band A? | If yes, date first registered | and engine CO2 emissions |
|--------------|------|--------|---------|-------------------------------|--------------------------|
| | | | | | g/Km |

☐ (0 or 1) **Second** permit

| Registration | Make | Colour | Band A? | If yes, date first registered | and engine CO2 emissions |
|--------------|------|--------|---------|-------------------------------|--------------------------|
| | | | | | g/Km |

☐ (number) **3+** permits, for vehicles
[Continue on additional sheets if necessary]

| Registration | Make | Colour | Band A? | If yes, date first registered | and engine CO2 emissions |
|--------------|------|--------|---------|-------------------------------|--------------------------|
| | | | | | g/Km |
| | | | | | g/Km |
| | | | | | g/Km |

Proofs provided (tick to confirm)

☐ You must provide **copies** of vehicle registration documents for ALL vehicle specific permits:
a) Copies of vehicle registration documents in the name and address of the business, **or**
b) Copies of vehicle registration documents in the name of the employee, along with a signed letter from the business stating that they work there.
Copies of proof of the date of first registration and engine CO2 emissions must also be provided for any Band A vehicles.

Payment details

- Failed payments will invalidate the permit and incur a £10 administration fee.
- No liability will be taken by the Council for applications lost in the post.

Circle the relevant amounts:

| First permit | 3 months | | 6 months | | 12 months | |
|---|----------|---------|----------|---------|-----------|---------|
| | Full | Band A | Full | Band A | Full | Band A |
| A1, All-zone | £408.00 | £204.00 | £817.20 | £408.60 | £1,634.60 | £817.30 |
| A2 | £204.10 | £102.05 | £409.20 | £204.60 | £818.50 | £409.25 |
| A3, B, C, CB, CR, E (part Popes Grove only), F, FW, KC, N, S, S2, SH, SH/WT, T1, T5, WR, WT | £81.40 | £40.70 | £163.90 | £81.95 | £327.90 | £163.95 |
| B1, B2, E, ES, ES1, KA, KB, M, S3, T, T2, T3, T4, WC, WS, X1 | £48.30 | £24.15 | £96.40 | £48.20 | £194.00 | £97.00 |
| D including inner area | £307.90 | £153.95 | £615.80 | £307.90 | £1,231.60 | £615.80 |
| D excluding inner area | £190.30 | £95.15 | £381.80 | £190.90 | £763.40 | £381.70 |
| H, KS, T (Bridgeman Road, Cedar Road, Christchurch Avenue, Station Road part) | £108.90 | £54.45 | £219.00 | £109.50 | £436.80 | £218.40 |
| X including inner area | £245.30 | £122.65 | £490.60 | £245.30 | £981.30 | £490.65 |
| X excluding inner area | £95.20 | £47.60 | £190.30 | £95.15 | £381.80 | £190.90 |

| Second permit | 3 months | | 6 months | | 12 months | |
|---|----------|---------|-----------|---------|-----------|-----------|
| | Full | Band A | Full | Band A | Full | Band A |
| A1, All-zone | £613.30 | £306.65 | £1,226.60 | £613.30 | £2,453.00 | £1,226.50 |
| A2 | £307.90 | £153.95 | £615.80 | £307.90 | £1,231.60 | £615.80 |
| A3, B, C, CB, CR, E (part Popes Grove only), F, FW, KC, N, S, S2, SH, SH/WT, T1, T5, WR, WT | £122.70 | £61.35 | £245.30 | £122.65 | £490.60 | £245.30 |
| B1, B2, E, ES, ES1, KA, KB, M, S3, T, T2, T3, T4, WC, WS, X1 | £73.30 | £36.65 | £146.40 | £73.20 | £292.90 | £146.45 |
| D including inner area | £461.80 | £230.90 | £923.60 | £461.80 | £1,847.30 | £923.65 |
| D excluding inner area | £286.70 | £143.35 | £573.20 | £286.60 | £1,146.40 | £573.20 |
| H, KS, T (Bridgeman Road, Cedar Road, Christchurch Avenue, Station Road part) | £163.90 | £81.95 | £327.90 | £163.95 | £655.80 | £327.90 |
| X including inner area | £368.00 | £184.00 | £735.90 | £367.95 | £1,471.80 | £735.90 |
| X excluding inner area | £143.30 | £71.65 | £286.70 | £143.35 | £573.20 | £286.60 |

| 3+ permit | 3 months | | 6 months | | 12 months | |
|---|----------|---------|-----------|---------|-----------|-----------|
| | Full | Band A | Full | Band A | Full | Band A |
| A1, All-zone | £817.20 | £408.60 | £1,634.60 | £817.30 | £3,269.10 | £1,634.55 |
| A2 | £409.20 | £204.60 | £818.50 | £409.25 | £1,637.00 | £818.50 |
| A3, B, C, CB, CR, E (part Popes Grove only), F, FW, KC, N, S, S2, SH, SH/WT, T1, T5, WR, WT | £163.90 | £81.95 | £327.90 | £163.95 | £655.80 | £327.90 |
| B1, B2, E, ES, ES1, KA, KB, M, S3, T, T2, T3, T4, WC, WS, X1 | £96.40 | £48.20 | £193.20 | £96.60 | £388.00 | £194.00 |
| D including inner area | £614.50 | £307.25 | £1,229.00 | £614.50 | £2,458.10 | £1,229.05 |
| D excluding inner area | £381.80 | £190.90 | £763.40 | £381.70 | £1,526.90 | £763.45 |
| H, KS, T (Bridgeman Road, Cedar Road, Christchurch Avenue, Station Road part) | £217.70 | £108.85 | £438.00 | £219.00 | £876.20 | £438.10 |
| X including inner area | £490.60 | £245.30 | £981.30 | £490.65 | £1,962.40 | £981.20 |
| X excluding inner area | £190.30 | £95.15 | £381.80 | £190.90 | £763.40 | £381.70 |

TOTAL

£

Payment method

☐ Cheque made out to LBRuT

☐ Postal Order made out to LBRuT

☐ BACS to NatWest Bank; Sort code 60-22-03; Account 63459523; reference 'Business Parking' and your postcode

Use of your information statement

Under the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018, the London Borough of Richmond upon Thames is the 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 application will only be used by the Council to

- process and administer your parking arrangements with the Council,
- process Penalty Charge Notices and collect debt in relation to those Notices,
- prevent and detect fraud in relation to parking permits and/or accounts, and
- conduct surveys and research relating to parking permits/accounts and controlled parking zones.

The Council may share your information with other organisations (but only the minimum amount of information necessary to do the above and only where it is lawful to do so), specifically:

- third parties for Penalty Charge Notice appeals and enforcement, i.e., London Tribunals, the Traffic Enforcement Centre, enforcement agencies, European collection agencies,
- the police or security organisations to prevent or detect crime,
- other departments within the Council (including elected members), other local authorities, central Government departments (e.g., TfL, London Councils), statutory and judicial bodies, and
- authorised contractors (i.e., software suppliers and payment processing agents).

Application data and proofs will be stored for a period of six years from the expiry or cancellation of the latest issued/renewed parking permit.

In relation to the personal data which we may hold about you, you have the right to request to be informed, have access to, or rectify incorrect information. You also have the right to object to or restrict our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

If you would like more information about how we use your data, please read the Council's Privacy Policy online at www.richmond.gov.uk/data_protection. Data protection questions can be made by telephone on 020 8891 1411, by email to dpo@richmondandwandsworth.gov.uk, or in writing to the Data Protection Officer, London Borough of Richmond upon Thames, Civic Centre, 44 York Street, Twickenham TW1 3BZ.

Declaration

I declare that:

- All the information I have given on and in support of this application is correct.
- 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.
- I agree to the terms detailed in the 'Business Parking Permits Guidance Notes'.

I understand I will cease to be eligible for business parking and will notify the Council if:

- I cease to be a business user as defined in the appropriate Order.
- The owner of a vehicle to which a permit has been issued ceases to work for my business, or own that vehicle, or that vehicle is adapted or used in such a manner that it ceases to be of the type allowed a permit.
- Upon the issue to me of a replacement permit.
- The Council withdraws the parking provision under the relevant article of the applicable Order.

Signature

Unsigned applications will not be processed.

Signature

Date

Offences

Parking permits/accounts obtained under false pretenses, or where payment is required and is not made, will be revoked and the vehicle will be liable for penalty charge notices if parked where a valid permit/parking session would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

If you need help completing this form, or a copy in Braille, large print, audio tape or in another language, please call 020 8891 1411 or
textphone on 020 8831 6001