

Please fill in this form and return it to **Parking Services, P.O. Box 221, Twickenham TW1 3TL;**
or scan/photograph and email to parking@richmond.gov.uk;
or you can appeal online at www.richmond.gov.uk/parking
Remember to attach copies of any supporting evidence.

PENALTY CHARGE NOTICE DETAILS

NOTICE NUMBER: R T

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DATE OF ISSUE:

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VEHICLE REGISTRATION:

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LOCATION:

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STATEMENT/APPEAL

[Explain why you think the PCN should not have been issued. Continue overleaf/on separate paper if necessary. Remember to attach copies of any supporting evidence.]

DRIVER/OWNER DETAILS

YOUR DETAILS

MR/MRS/MISS/OTHER TITLE _____

SURNAME _____ INITS _____

ADDRESS _____

POSTCODE

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VEHICLE OWNER DETAILS (IF DIFFERENT)

MR/MRS/MISS/OTHER TITLE _____

SURNAME _____ INITS _____

ADDRESS _____

POSTCODE

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I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

SIGNATURE _____

DATE ___/___/_____

STATEMENT/APPEAL (continued)

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 will only be used by the Council to assess your challenge against the penalty charge notice(s) and/or collect debt in relation to the notice(s); meet its statutory obligations; prevent and detect fraud; and conduct surveys and research.

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 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).

Data will be stored for a period of six years from the date of contravention.

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.

I confirm that the above information is correct to the best of my knowledge. I understand that making a false statement may result in prosecution and a possible fine of up to £5,000.

SIGNATURE _____

DATE ___/___/_____