



Why not apply online at [www.richmond.gov.uk/parking?](http://www.richmond.gov.uk/parking?)



## Resident Parking Permit Application Form



See [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking) for the latest version

- Read through this application form and the Guidance Notes before completing
- Fill in **all** sections of the application form and sign it. Incomplete or unsigned applications cannot be processed
- Make sure when you apply that you include copies of proofs and a cheque or postal order.
- To pay by credit or debit card, apply online at [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking)
- Scan and email your completed application and proofs to [parkingpermits@richmond.gov.uk](mailto:parkingpermits@richmond.gov.uk); or where payment is required post to **Parking Permits, PO Box 466, Twickenham TW1 9JT**
- **Allow up to 14 days for the delivery of your permit.**

### About you...Please write clearly in BLOCK CAPITALS

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

### Proof of current address provided...Tick one

Proofs **MUST** show the address. Only send **COPIES** as proofs cannot be returned

<input type="checkbox"/>	Copy of the current council tax bill	<input type="checkbox"/>	Copy of the legal letter of completion (valid 3 months from move in)	<input type="checkbox"/>	Copy of a utility bill (dated within 3 months)
<input type="checkbox"/>	Copy of my current driving licence	<input type="checkbox"/>	Copy of my tenancy agreement (valid 3 months from move in)		

### About your vehicle

Registration		Colour	
Make			

Proof of vehicle ownership (tick to confirm)  Copy of your Vehicle Registration Document (If your name is **not** on the vehicle registration document, then you must **also** provide copies of proof that you are eligible to drive the vehicle, e.g. current insurance certificate)

### Band A vehicles only...

First registered on or after 01/03/2001 with engine CO2 emissions of 100g/Km or less

Date of first registration		Engine CO2 emissions		g/Km
Proof of date and emissions (tick to confirm)	<input type="checkbox"/>	e.g. Copy of your Vehicle Registration Document; Manufacturer's handbook; DVLA website printout		

## About your permit...

First, Second or 3+ current permit for your household? (Tick one)

	<input type="checkbox"/> First	<input type="checkbox"/> Second	<input type="checkbox"/> Third or more
<b>Duration (Tick one)</b>	<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 1 year (only option for zone R permits)
<b>Which controlled parking zone do you live in? (Tick one)</b>	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> B <input type="checkbox"/> B1 <input type="checkbox"/> B2 <input type="checkbox"/> C <input type="checkbox"/> CB <input type="checkbox"/> CB* <input type="checkbox"/> D	<input type="checkbox"/> E <input type="checkbox"/> ES <input type="checkbox"/> F <input type="checkbox"/> G <input type="checkbox"/> H <input type="checkbox"/> HM <input type="checkbox"/> J <input type="checkbox"/> KA <input type="checkbox"/> KB <input type="checkbox"/> KC	<input type="checkbox"/> M <input type="checkbox"/> M1 <input type="checkbox"/> N <input type="checkbox"/> R <input type="checkbox"/> S <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> S3 <input type="checkbox"/> SF <input type="checkbox"/> SH
			<input type="checkbox"/> T <input type="checkbox"/> T1 <input type="checkbox"/> WT <input type="checkbox"/> X <input type="checkbox"/> X1 <input type="checkbox"/> Z1 <input type="checkbox"/> Z2 <input type="checkbox"/> Z3 <input type="checkbox"/> Z4 <input type="checkbox"/> Z5

## 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
- To pay by credit or debit card, apply online at [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking)

## Amount...Tick one

	First permit			Second permit			3+ permit		
	3 months	6 months	12 months	3 months	6 months	12 months	3 months	6 months	12 months
Zones A1, A2, CB (Byfeld Gardens only), H, M1, Z1, Z2, Z3, Z5	£40.45	£68.25	£114.45	£61.45	£102.90	£171.15	£80.85	£136.50	£228.90
Zones A3, B, C, CB, CB*, D, F, G, HM, KC, N, S, S1, S2, SF, SH, T (Waldegrave Road only), T1, WT, X	£30.00	£50.95	£86.65	£46.20	£76.25	£129.70	£60.05	£101.85	£173.25
Zones B1, B2, E, ES, J, KA, KB, M, S3, T, X1, Z4	£18.50	£33.60	£50.95	£28.90	£49.90	£76.25	£38.25	£67.20	£101.85
Zone R	£0			£0			£0		

## Payment method...Tick one.

Cheque made out to LBRuT       Postal Order made out to LBRuT

## 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](http://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](mailto: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 of the information I have given on and in support of this application is correct, and
- 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, and
- I agree to the terms detailed in the 'Resident Parking Permit Guidance Notes'.

I understand I will have to return my resident parking permit to the Council if

- I am issued a replacement permit, or
- I cease to be a resident at my current address, or own the specified vehicle, or that vehicle is converted so as to no longer be eligible, or
- The Council withdraws the permit under the relevant article of the applicable order.

## Signature...Must be completed by all applicants

Signature

Date

Unsigned applications cannot be processed.

## 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