

Application for a Parking Permit Refund



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

- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- Make sure when you apply that you **attach your permit**. If you no longer have your permit then you must complete a 'Lost or Stolen Permit Declaration' form and there may be a £10 administration charge.
- When you have completed your form you can **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT, or if you no longer have your permit you can **scan and email** to parkingpermits@richmond.gov.uk, or **fax** to 020 8891 7798.
- The refund amounts are detailed in the Guidance Notes for the type of permit
- Your refund will go back to the card you originally paid with if you paid online, or to your bank account if you complete the 'Bank Details' section. Otherwise a cheque will be posted to your current address (please allow 28 days).

Telephone the Council on 020 8891 7544 if you need help filling in this form.

About you...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):
Forename(s)	
Surname	
Full current address	
Telephone no.	
Email address	
Previous Address Complete if you have moved from the address the permit was issued for.	

Bank Details...Leave blank if you originally paid online or would prefer a cheque

Account holder name									
Account number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>								
Sort code	<table border="1"><tr><td></td><td></td><td>-</td><td></td><td></td><td>-</td><td></td><td></td></tr></table>			-			-		
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About your Permit...Please write clearly in BLOCK CAPITALS

Permit Number	
Permit Expiry Date	
Vehicle Registration	

Reason for Returning Permit...Tick ONE only

- I am no longer resident within the community parking zone for which the permit was issued
- I am no longer own/drive the vehicle for which the permit was issued
- I have a new vehicle of a different band
- I no longer need the permit
- I have replaced my vehicle with a Car Club membership
- I and another member of my household want to swap first/subsequent permit issue. [The other permit holder must also fill in an application for refund and you must both purchase new permits]
- The person with the first issue permit in my household no longer requires the permit and I want to become the first permit holder. [Both permits must be returned. Where this is not possible the first permit must have expired. You will need to purchase a new permit.]

Reason:	
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PLEASE TURN OVER

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 application will only be used by the Council to:

- Process and administer your permit/account
- 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 and/or accounts and community parking zones.

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 I have provided on this form is correct
- I understand that my refund may not be the full amount originally paid and that I have been advised of the amount I will receive
- 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.**

Offences

Parking permits/accounts obtained under false pretences, 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 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

Type of Permit	Resident	<input style="width: 100%;" type="checkbox"/>	Operational	<input style="width: 100%;" type="checkbox"/>	Teacher	<input style="width: 100%;" type="checkbox"/>	Visitor	<input style="width: 100%;" type="checkbox"/>
	Business	<input style="width: 100%;" type="checkbox"/>	Carer	<input style="width: 100%;" type="checkbox"/>	Doctor	<input style="width: 100%;" type="checkbox"/>	Trader	<input style="width: 100%;" type="checkbox"/>
Refund Type	Standard	<input style="width: 100%;" type="checkbox"/>			Full	<input style="width: 100%;" type="checkbox"/>		
Refund Method	AXIS	<input style="width: 100%;" type="checkbox"/>		BACS	<input style="width: 100%;" type="checkbox"/>		Cheque	<input style="width: 100%;" type="checkbox"/>
Number of Months	<input style="width: 100%; height: 20px;" type="text"/>							
Refund Amount	<input style="width: 100%; height: 20px;" type="text"/>							
Date Processed	<input style="width: 100%; height: 20px;" type="text"/>							
Completed By	Signature	<input style="width: 100%; height: 30px;" type="text"/>			Print Name	<input style="width: 100%; height: 30px;" type="text"/>		