Application for a Parking Exemption

LONDON BOROUGH OF RICHMOND UPON THAMES

- 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
- To submit your application form **scan and email** to parkingsuspensions@richmond.gov.uk

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

Type of exemption
Tick one

[ ] **Parking bay suspension**
To reserve bays by suspending their normal use for other vehicles

[ ] **Vehicle dispensation**
To allow specific vehicle(s) to park where restrictions normally apply

Location
Please write clearly in BLOCK CAPITALS

Road name	
Controlled 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

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

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

Your details

Name

Office/Home address

Telephone number

Email address

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 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 parking exemption 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 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
- 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
- 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		Date	
Administration Fee		Total Charge		
Bay/Day fee		Payment reference	126-	