Why not apply online at www.richmond.gov.uk/richmondcard?

RichmondCard Application Form

LONDON BOROUGH OF RICHMOND UPON THAMES

See www.richmond.gov.uk/richmondcard for the latest version of this form.

Use this form to apply for a RichmondCard parking pre-pay card. This can be used to pay for parking in car parks and at pay and display machines throughout the borough.
Residents get 30 minutes free parking or a 10% discount on paid parking, which increase to 20% for the over 75's.
Residents with DVLA registered Band A vehicles can park for free using the RichmondCard.

- Complete **all** parts of the form and sign and date it. Incomplete or unsigned application forms cannot be processed.
- Post your completed application to **Parking Permits, PO Box 466, Twickenham TW1 9JT**

For additional guidance see online at www.richmond.gov.uk/parking, or call **020 8831 6301**.

Type of RichmondCard...Tick one

☐ **Resident under 75** ☐ **Resident over 75** ☐ **Resident with a Band A vehicle** ☐ **Non-resident**

About you...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):
Forename(s)	
Surname	
Full address	
Contact Number	
Email address	

About your vehicle...

Registration	
Make	

Proofs provided...Tick one

- **Proofs MUST show both your name and the address**
- **Only send COPIES as proofs cannot be returned**
- **Over 75's do NOT need to prove date of birth when applying**

Proof of address

☐ **None** – I have a current Richmond parking permit

☐ Copy of a utility bill (dated within 3 months)

☐ Copy of the legal letter of completion (valid 3 months from move in)

☐ Copy of the current council tax bill

☐ Copy of my current driving licence

☐ Copy of my tenancy agreement (valid 3 months from move in)

Proof of Band A vehicle

☐ Copy of vehicle registration document showing first registration after 01/03/2011 and engine CO2 emissions of 100g/Km or less.

PLEASE TURN OVER

Payment details

- If you wish to have money put onto your RichmondCard, please enclose a cheque or postal order
- Failed payments will invalidate the RichmondCard and incur a £10 administration fee
- No liability will be taken by the Council for applications lost in the post.

Payment amount...Tick one

☐ £5 ☐ £10 ☐ £20 ☐ £50 ☐ £100

Payment Method...Tick one

☐ **Cheque** made payable to 'LBRuT'

☐ **Postal Order** made payable to 'LBRuT'

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 RichmondCard application will only be used by the Council to:

- Process and administer your parking arrangements with the Council
- 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 (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 provided on this application form is correct
- I agree to the terms detailed in the 'RichmondCard Guidance Notes'
- 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