

# Twickenham Event Zone Business visitor parking permit application form

See [www.richmond.gov.uk/twickenham\\_event\\_r\\_zone\\_business\\_parking\\_permit](http://www.richmond.gov.uk/twickenham_event_r_zone_business_parking_permit) for the latest version



- Read through this form and the guidance notes before completing
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- To submit your form you can **scan and email** to [parkingpermits@richmond.gov.uk](mailto:parkingpermits@richmond.gov.uk); or **fax** to 020 8891 7798; or **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT
- When you apply ensure you include all proofs and correct payment.

For help or advice call the Council on 020 8891 7544. Allow 14 days for delivery of your permit(s).

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

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

## Proof of current address provided...

**ALL must be provided and must show the address. Only send COPIES as proofs cannot be returned**

- Utility bill for the business address dated within 3 months
- Business rates bill for the current year
- A signed letter on company headed paper stating that the company operates as a business from that address.

## Number of permits...Maximum of 2 current permits allowed per business

- 1 permit
- 2 permits

## 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 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 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.

**PLEASE TURN OVER**

## Declaration

I declare that:

- All of the information I have given on and in support of this application is correct
- 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
- I agree to the terms detailed in the 'Twickenham Event Zone Business Visitor Parking Permits Guidance Notes'.

I understand I will cease to be eligible for business visitor parking and will notify the Council if

- I cease to be a business user as defined in the appropriate Order
- Upon the issue to me of a replacement permit
- The Council withdraws the parking provision under the relevant article of the applicable Order.

## 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