

Declaration of Lost or Stolen Permit



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

- Read through this form before completing, then fill in all sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- When you have completed your form, you can **scan and email** to parkingpermits@richmond.gov.uk; or **fax** to 020 8891 7798; or **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT
- You will have to pay an administration fee of £10 for your replacement permit unless a police crime reference number is provided.

Allow 14 days for the delivery of your replacement permit. If you have any problems or queries making your application please then contact the Council on **020 8891 7544** for assistance.

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	

About your lost or stolen permit

Permit number	
Vehicle registration	
Details of loss or theft	
Police crime reference number	

Payment method...Tick one, if paying the £10 administration fee

Cheque
(Make out to 'LBRuT')

Credit/Debit card
(Not American Express or Diners Card.)

Daytime telephone number
(for staff to contact you for
your card details)

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

- All of the information I have given on this application is correct
- The permit which was issued to me has been lost or stolen and that if it is found being used in a vehicle the owner of that vehicle may be liable to prosecution
- 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