

Event Day Controlled Parking Zones Resident Visitor's Parking Permit Application Form



Instructions

1. Please read through this application form before completing
2. Fill in all sections of the application form and sign it. If you don't then your application may be delayed
3. When you have completed your application form, you can either post it or take it in person to
The Parking Shop, 96 Holly Road, Twickenham, Middlesex TW1 4HF
Opening hours 9:00am and 5:30pm, Monday to Saturday (excluding Bank and Public Holidays).
4. Make sure when you apply that you include all required proofs and correct payment

If you are applying by post, please allow 14 days for the delivery of your permit. If you have any problems or queries making your application, please contact The Parking Shop on **020 8744 2131** for assistance.

Visitors' permits are issued to provide residents with a parking facility for their genuine visitors which otherwise would not exist. Abuse of this provision may lead to the withdrawal of any permits issued and the loss of the facility to obtain further permits.

About you...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):		Guidance Notes Your address must be <ul style="list-style-type: none"> • within the event day controlled parking zone as defined in the appropriate Parking Places order • your usual place of abode where you usually live and sleep at least 4 days a week.
Forename(s)			
Surname			
Full address			
Contact number			
Email address			
Proof of address provided (tick one)	Current council tax bill		All proofs must show the address.
	Driving licence		
	Utility bill (dated within 3 months)		
	Legal letter of completion (valid 3 months from move in)		
	Tenancy agreement (valid 3 months from move in)		

About your permit(s)

Number of Permits (Tick)	1		2		Only 2 permits can be held at any time by a household.
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PLEASE TURN OVER

Use of Your Information Statement

NSL Services Group processes your personal information on behalf of the London Borough of Richmond upon Thames ("the Council"). Under the Data Protection Act 1998 the London Borough of Richmond upon Thames is the Data Controller of your personal information and NSL Services Group is the Data Processor.

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 NSL Services Group to process your parking permit application will only be used by them (on behalf of the Council) and the Council to:

- Process and administer your parking permit
- Process Penalty Charge Notices and collect debt in relation to those Notices
- Prevent and detect fraud in relation to parking permit applications and
- Conduct surveys and research relating to parking permits and controlled 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 NSL Services Group or the Council's processing of information, please write to Parking Services, PO Box 221, Twickenham TW1 3TL.

Declaration

I declare that:

- I am resident for four or more days of the week at the address overleaf
- This address is within the Twickenham Event Day Controlled Parking Zone (R)
- I will only issue permit(s) to genuine visitors to me at my address given overleaf
- By obtaining the number of permits overleaf, I will not exceed my 2 permit per household limit
- 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 and NSL Services Group as specified in the 'Use of Your Information' statement.

I understand I will have to return my permits to the Parking Shop if

- I cease to be a resident as defined in the appropriate Order
- I am issued replacement permits
- The Council withdraws the permit under the relevant article of the applicable Order.

Signature (Must be completed by all applicants)

Signature

Date

Unsigned applications
will not be processed.

Offences

Permits obtained under false pretences, or where payment is not made, will be revoked and any vehicle will be liable for penalty charge notices if parked where a valid resident visitor permit would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

PLEASE TURN OVER

Event Day Controlled Parking Zones Resident Visitors Parking Permit Guidance Notes



Please detach and keep for your reference

PROOF OF RESIDENCE

1. Only residents living within the Twickenham Event Day Controlled Parking Zone (R) are entitled to obtain Resident Visitors' Permits. The Council will require proof of residency to be supplied with an application.
2. These documents must be sent with the application otherwise there will be a delay in issuing the permit(s).

Residents who are unable to satisfy the above conditions should contact The Parking Shop to discuss suitable proofs of residence. The Parking Shop is at 96 Holly Road, Twickenham, Middlesex TW1 4HF, telephone 020 8744 2131 (open 9:00am to 5:30pm, Monday to Saturday excluding Bank and Public holidays).

AVAILABILITY AND VALIDITY

3. Each household may hold a maximum of **two** Resident Visitors' Permits at any time except when renewing a permit immediately before the expiry of a current permit, i.e. where a renewal is issued prior to the expiry of the existing permit.
4. A permit will enable the visitor to park in any vacant on-street resident permit holder space within the zone during the event hours displayed on zone entry plates, subject to any suspension that may be made from time to time. Parking places are not controlled outside these hours. Permits are not valid in any off-street car parks or on parking meters.

COST AND MEANS OF APPLYING FOR PERMITS

5. Resident Visitors' Permits for the Twickenham Event Day Controlled Parking Zone (R) are free of charge.
6. Replacement permits will be charged an administration fee of £10 unless a Police crime reference number is provided.

HOW TO USE RESIDENT VISITORS' PERMIT

7. Resident Visitors' Permits are issued to you as a resident and it is your responsibility to ensure that the permit is correctly displayed. Permits must be displayed on the nearside window or on the dashboard of your visitor's vehicle as soon as he/she arrives and in such a way that all the details on the face of the permit can clearly be seen from the front or nearside of the vehicle.

PENALTIES

8. Failure to display the Resident Visitors' Permit may result in the issue of a Penalty Charge Notice. It is an offence to obliterate or change, by any means, the details printed on the visitor's permit.
9. Visitors' permits are issued in order to provide residents with a parking facility for their genuine visitors which otherwise would not exist. Abuse of this provision may lead to the withdrawal of any permits issued and the loss of the facility to obtain further permits.

RENEWALS

10. The onus to renew the permit on its expiry rests with the permit holder.

PLEASE TURN OVER

Important Notes

DEFINITION OF 'RESIDENT' AND PROOF OF RESIDENCE TO BE SUPPLIED

To qualify for a resident's parking permit, the address shown on the application form must be your "usual place of abode". The Parking Places Order defines a resident as "A person whose usual place of abode is at premises, the postal address of which is the Parking Places Order defines as any street within the controlled zone".

You must normally spend at least 4 days each week living and sleeping at premises in the zone, merely having an office, shop or hotel in the zone does NOT entitle you to a resident's parking permit.

Under the terms of the Order, the Council must be satisfied that an applicant is a genuine resident.

Offences

FALSE STATEMENTS

It is an offence to make a false statement in order to procure the issue of a permit to oneself or any other person, and the Council may prosecute under either the Theft Acts or other relevant criminal legislation.

The maximum penalty on conviction or indictment is five years imprisonment and/or a fine on summary conviction, six months imprisonment or a fine of up to £5,000.

MISHANDLING AND FORGING DOCUMENTS

It is an offence to:

- i. Use or lend to another person any permit or other authorisation with intent to deceive and
- ii. Make or have in one's possession anything so closely resembling a permit or other authorisation as to be calculated to deceive.

The maximum penalty on conviction is two years' imprisonment or a fine of up to £5,000.

PARKING IN A PERMIT BAY WITHOUT A PERMIT

It is an offence to park in residents bay without displaying a valid permit even if an application has been posted to or deposited at The Parking Shop.

VEHICLE MUST BE LICENSED

It is an offence under the Vehicle Registration and Excise Act 1994 (Section 29) to use or keep a mechanically propelled vehicle on a public road if the vehicle is unlicensed, and it is also an offence to use or keep such a vehicle on a public road if the license is not displayed on the vehicle.

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