

Business Parking Permit Application Form



Instructions

1. Please read through this application form and the 'Additional Guidance Notes' relevant to your zone 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 proofs and correct payment.
- If you have any problems or queries making your application, please contact The Parking Shop on **020 8744 2131** for assistance.

About you...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):		Guidance Notes Your business address must be within the controlled parking zone as defined in the appropriate Parking Places order, unless applying for an ALL zones permit.
Forename(s)			
Surname			
Business name			
Full address			
Telephone No.			
Email address			<ul style="list-style-type: none"> • All proofs must show the business address. • Applications cannot be processed unless all proofs have been provided.
Proof of address provided (ALL must be provided)	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.		

Permit Zone and Duration

Which Zone do you need permits for? (tick)	A1		CB1		H		T		To find your zone, look for business parking bays. These will be signposted with the zone letters. Zone maps can be found online at www.richmond.gov.uk/parking
	A2		CB2		KA		X		
	B		D		KB				
	B1		E		M				
	C		ES		N				
	CB		F		S		ALL		
Inner/Outer Area? (tick)	Inner				Outer				Central Twickenham (D) and Hampton Wick (X) Zones Only.
Duration of permit (tick)	3 months		6 months		1 year				
Start Date	Month				Year				If renewing then your new permit starts when the old one expires.

PLEASE TURN OVER

About your TRANSFERABLE permit(s)

Please complete this section if you are applying for 'transferable' permits, i.e. permits displaying your business name which can be used on any vehicle.

1st Permit?	Please state whether you are applying for the first current permit for your business? (circle)	YES	NO	Subsequent permits are charged at 50% more than the first. You should choose your highest banded vehicle to have the first permit to minimise the cost. Businesses can only have a maximum of 5 current permits at any one time unless otherwise authorised.
1st Permit Band	Please state the HIGHEST banded vehicle for which the permit will be used	BAND		
Subsequent Permits	Please state the number of subsequent permits you require.			
Subsequent Permits Band	Please state the HIGHEST banded vehicle for which any subsequent permits will be used. All subsequent permits will be charged at this band.	BAND		

About your VEHICLE SPECIFIC permit(s) ...Please write clearly in BLOCK CAPITALS

Please complete this section if you are applying for 'vehicle specific' permits, i.e. permits displaying the vehicle registration which can only be used on that vehicle.

1st Permit?	Please state whether you are applying for the first current permit for your organisation? (circle)				YES	NO	Subsequent permits are charged at 50% more than the first. First Registered is the date the vehicle was first registered after manufacture.
1st Permit Vehicle	Registration	Make	Model	Colour	First Registered	Band	
Subsequent Permits	Please state the number of second and subsequent permits you require.						
Subsequent Permit Vehicles	Registration	Make	Model	Colour	First Registered	Band	You should choose your highest banded vehicle to have the first permit to minimise the cost. Businesses can only have a maximum of 5 current permits at any one time unless otherwise authorised.
Proofs provided (tick to confirm)	You must provide vehicle registration documents for ALL vehicle specific permits, e.g. a) Vehicle registration documents in the name and address of the business or b) Vehicle registration documents in the name of the employee, along with a signed letter from the business stating that they work there.						Applications cannot be approved without proofs.

Payment details

Payment Method (tick)	Cheque		Cheques should be made out to 'LBRuT'	Failed payments will invalidate your permits and incur a £10 administration fee.
	Cash		Please do not send cash through the post.	
	Credit/Debit Card		If applying by post, please write your telephone number for us to call you for your card details.	
		Tel:		

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 for All Permits

I declare that:

- My usual place of business is at the address shown on page 1, and that this is within the controlled parking zone identified on page 1. I wish to apply for one or more business parking permits in my business name, or in respect of the vehicle(s) specified in page 2 of this application.
- All the vehicles specified on page 2 of this application are passenger vehicles or goods carrying vehicles the overall height of which do not exceed 2.5 metres and the overall length of which do not exceed 5.25 metres.
- I understand that any permit issued to me must be surrendered to The Parking Shop in any one of the following circumstances:
 - i. A business permit holder ceasing to be a business user
 - ii. A permit holder ceasing to be the owner of a vehicle in respect of which a vehicle specific business permit has been issued
 - iii. A vehicle specified on page 2 of this application being adapted or used in such a manner that it ceases to be a vehicle as described in the second point above
 - iv. Upon the issue to me of a replacement permit
 - v. The withdrawal of a business permit by the Council under the relevant article of the applicable Order.
- I undertake to inform The Parking Shop immediately if any one of the events specified in (i), (ii) or (iii) above has occurred.
- I declare that all the information that I have given in 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.

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 the vehicle will be liable for penalty charge notices if parked where a valid business permit would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

[BLANK PAGE]

Please detach and keep for your reference

GENERAL

1. Only businesses occupying premises, the postal address of which is in any street or part of a street within a controlled parking zone, and who uses such premises for non-residential purposes may apply for a business parking permit. 'ALL' zone permits are available to any business whose premises are within the London Borough of Richmond upon Thames.
2. Unless otherwise authorised by the Council, a business will be eligible for a maximum of 5 current permits at any one time, except when renewing a permit/permits immediately before the expiry of current permits, i.e. where a renewal is issued prior to the expiry of the existing permit.
3. "Business Permit" means a business permit issued under the provisions of the relevant Parking Places Order.
4. "Business Permit Holder" means a person to whom a business permit has been issued.
5. Permits will be issued either in respect of nominated vehicles or in the name of the business user. Permits issued in respect of nominated vehicles will not be transferable between vehicles.
6. A business permit will enable the holder to park in any vacant on-street business permit parking space and/or, in some cases, shared use spaces within the zone between the hours displayed on signs at the entry points to the zone, and in some cases, on signs adjacent to the parking bays. Parking is not permitted in suspended bays. A permit will not reserve the holder's right to park in any particular business parking place.

COST

7. Please see the current price list.

REFUNDS

8. A permit holder who surrenders a permit to The Parking Shop
 - i. before the permit becomes valid shall be entitled to a refund of the full fee paid or
 - ii. after the permit has become valid shall be entitled to a fixed amount per remaining full day. This amount will be the fee paid divided by the permit duration in days, minus an administration charge.

For current refund amounts please ask the staff at The Parking Shop.

CHANGE OF VEHICLE

9. A new vehicle specific business permit must be obtained in the event of a change of vehicle. If the new vehicle is of the **same band** then this will be issued for the unexpired period of the original permit. Please complete a 'Change of Same Banded Vehicle' application form (available from The Parking Shop or online at www.richmond.gov.uk/parking).
10. If the new vehicle is of a **different band** then you will be refunded in full for any remaining days on your vehicle specific permit and must purchase a new permit for the new vehicle. Existing vehicle specific permits are **not** valid on new vehicles.
11. Existing permits must be surrendered to the Parking Shop when applying for a change of vehicle, otherwise (12) applies.

LOST PERMITS

12. If a permit is lost or destroyed, the permit holder shall notify The Parking Shop accordingly and the permit shall cease to be valid. A duplicate permit will be issued for the unexpired period of the original permit.
13. A charge may be made for the issue of a new or duplicate permit under (9) above and will be made for the issue of such a permit under (12) above unless a Police crime reference number is provided.

ADDRESS TO SEND APPLICATION

14. Application forms, together with the appropriate fee, must either be returned by post or taken to The Parking Shop at 96 Holly Road, Twickenham, Middlesex TW1 4HF. The Parking Shop is open from 9:00am to 5:30pm, Monday to Saturday (excluding Bank and Public holidays).

DISPLAY OF PERMIT

15. Each new permit will be issued together with a protective cover. The permit must be displayed on the vehicle in such a way that the particulars thereon are readily visible from the front or near side of the vehicle.

RENEWAL

16. The onus to renew the permit before its expiry date rests with the permit holder.

Permits may be renewed by sending a completed application form with the appropriate fee (please check for prices) and required documentation to The Parking Shop at 96 Holly Road, Twickenham, Middlesex TW1 4HF. The Parking Shop is open from 9:00am to 5:30pm, Monday to Saturday (excluding Bank and Public holidays).

If renewing by post, please allow 14 days before the start date of the permit. If applying in person then please be prepared for a short wait whilst your permit is produced.

Important Notes

VEHICLES FOR WHICH PERMITS MAY BE USED

In order to qualify for a permit the vehicle for which the permit is intended for must be a passenger vehicle or a goods carrying vehicle the overall height of which does not exceed 2.5 metres and the overall length of which does not exceed 5.25 metres.

DEFINITION OF 'BUSINESS USER' AND PROOF OF BUSINESS USE TO BE SUPPLIED

To qualify for a business parking permit, the address shown given in your application form must be within the controlled parking zone as listed in the relevant Parking Places Order, or within the London Borough of Richmond upon Thames if applying for an 'ALL' zones permit.

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

DEFINITION OF VEHICLE 'OWNER' AND PROOF OF OWNERSHIP, CYLINDER CAPACITY OR ENGINE CO2 EMISSIONS TO BE SUPPLIED

Under the terms of Order, the Council must be satisfied that the vehicle(s) specified in the application form are used by employees of the business and that they are the 'owner(s)', i.e. the people who keep and use the vehicle(s).

Applicants must be able to supply their Vehicle Registration Document to prove the date the vehicle was first registered and the cylinder capacity (if first registered before 1st March 2001) or Engine CO2 emissions (if registered on or after 1st March 2001). Failure to do so will result in the Council's contractor issuing a permit based on the DVLA taxation class of the vehicle.

To qualify for the 1 band reduction for LPG converted vehicles, a conversion certificate or equivalent must be supplied.

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 business bay without displaying a valid permit even if an application has been posted to or deposited at The Parking Shop and vehicles doing so will be liable for Penalty Charge Notices.

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