

Car Club Parking Permit Application Form



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

- Read through this application form and the Guidance Notes before completing
- Fill in **all** sections of the application form and sign it. Incomplete or unsigned forms cannot be processed
- When you have completed your application 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
- Make sure when you apply that you include proofs and correct payment

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

FOR OFFICE USE

Approved by

Date

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 Car Club Scheme Membership...Tick to confirm

I have included with my application a letter confirming that my business is a member of the Car Club scheme.

About your permits...

Start date	Month	Year
-------------------	-------	------

Number of permits

Parking bay(s) and vehicle bands
[Continue on additional sheets if required]

Parking bay	Complete for Band A vehicles only		Permit cost
	Date first registered	Engine CO2 emissions	
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
CC-		g/Km	£
Total			£

PLEASE TURN OVER

**Proofs provided
(tick to confirm)**

You must provide **copies** of vehicle registration documents for ALL vehicles.

Copies of proof of the date of first registration and engine CO2 emissions must also be provided for any Band A vehicles.

Payment method...Tick one

Cheque made out to 'LBRuT'

Postal Order made out to 'LBRuT'

BACS

to Barclays Bank PLC; Sort code 20-72-17; Account 40010332; reference 'Car Club Parking' and your postcode

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.

Declaration

I declare that:

- My business is an approved participant in the Car Club scheme
- The permit(s) will only be used on identifiable Car Club vehicles, which are of a type as defined in the 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
- I agree to the terms detailed in the 'Car Club Parking Permit Guidance Notes'

I understand I will have to return my permit to the Council if

- My business ceases to be a participant in the Car Club scheme
- The vehicle for which the permit will be used is converted and is no longer of a type defined in the Guidance Notes
- I am issued a replacement permit
- 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

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**