

Event Day Controlled Parking Zones Business 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 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			Guidance Notes Your business address must be within the event day controlled parking zone as defined in the appropriate Parking Places order.
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.		

Permits required

Number of Permits (tick)	1		2		Businesses can hold a maximum of 2 visitor permits at any time.

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 overleaf, and that this is within the Twickenham Event Day Controlled Parking Zone (R). I wish to apply for one or more business parking permits in my business name which I will only issue to drivers who are working at the address shown overleaf.
- I will only use the permits on 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. Upon the issue to me of a replacement permit
 - iii. 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 either of the events specified in (i) or (ii) 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.
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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.

Event Day Controlled Parking Zones Business Parking Permit Guidance Notes



Please detach and keep for your reference

USE OF PERMITS

1. Only businesses occupying premises, the postal address of which is in any street or part of a street within the Twickenham Event Day Controlled Parking Zone (R), and who uses such premises for non-residential purposes may apply for a business parking permit.
2. "Business Permit" means a business permit issued under the provisions of the relevant Parking Places Order.
3. "Business Permit Holder" means a person to whom a business permit has been issued.
4. Permits will be issued in the name of the business, and a maximum of 2 permits may be held by the business at any time.
5. 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

6. Business permits for event day controlled parking zones are free of charge.

LOST PERMITS

7. 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.
8. A charge of £10 will be made for the issue of such a permit under (7) above unless a Police crime reference number is provided.

ADDRESS TO SEND APPLICATION

9. 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

10. 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

11. 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 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 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.

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

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