



Why not apply online at www.richmond.gov.uk/parking?



Twickenham Event Zone Resident Visitor Parking Permit Application Form

See www.richmond.gov.uk/twickenham_event_r_zone_resident_visitors_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 applications cannot be processed
- Post your completed application to **Parking Permits, PO Box 466, Twickenham TW1 9JT**
- Make sure when you apply that you include all proofs.
- **Allow 14 days for the delivery of your permits**

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):
Forename(s)	
Surname	
Full address	
Telephone no.	
Email address	

Proof of current address provided...Tick one.

Proofs **MUST** show the address. Only send **COPIES** as proofs cannot be returned

- | | | |
|---|---|---|
| <input type="checkbox"/> Current council tax bill | <input type="checkbox"/> Legal letter of completion (valid 3 months from move in) | <input type="checkbox"/> Utility bill (dated within 3 months) |
| <input type="checkbox"/> Current driving licence | <input type="checkbox"/> Tenancy agreement (valid 3 months from move in) | |

About your permit(s)...Tick one

- | | | |
|-------------------|------------------------------|------------------------------|
| Number of permits | <input type="checkbox"/> One | <input type="checkbox"/> Two |
|-------------------|------------------------------|------------------------------|

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 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:

- I will only issue my permits to bona fide visitors to me at my property, and
- All of the information I have given on and in support of this application is correct, and
- 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, and
- I agree to the terms detailed in the 'Twickenham Event Zone Resident Visitor Permit Guidance Notes'.

I understand I will have to return my visitor permit(s) to the Council if

- I am issued a replacement permit, or
- I cease to be a resident at my current address, or
- 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