

Pay by Phone Trader's Parking Account Application Form

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



- Please read through this application form and the Guidance Notes before completing
- Fill in **all** sections of the 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 all required proofs.

Please allow one hour from when your application is processed before booking your first parking session. If you have any problems or queries making your application, please call the Council on **020 8891 7544** for assistance.

About the trader...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):
Forename(s)	
Surname	
Company	
Company Address	
Email address	

Works/Parking address

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Account details

Confirmation to	<input type="checkbox"/> Trader's address	<input type="checkbox"/> Works address	
Primary Telephone no.		Alternative Number	

Proof of works provided...Tick one

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

<input type="checkbox"/> Copy of a quote for works	<input type="checkbox"/> Letter from resident
<input type="checkbox"/> Copy of architect plans	Other (specify)

Which Community Parking Zone is the works address in?...Tick

<input type="checkbox"/> A1 or A2	<input type="checkbox"/> NOT A1 or A2
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PLEASE TURN OVER

Duration of works

From		To	
<input type="checkbox"/>	1 day	<input type="checkbox"/>	8 days
<input type="checkbox"/>	2 days	<input type="checkbox"/>	9 days
<input type="checkbox"/>	3 days	<input type="checkbox"/>	10 days
<input type="checkbox"/>	4 days	<input type="checkbox"/>	11 days
<input type="checkbox"/>	5 days	<input type="checkbox"/>	12 days
<input type="checkbox"/>	6 days	<input type="checkbox"/>	13 days
<input type="checkbox"/>	7 days	<input type="checkbox"/>	2 weeks
		<input type="checkbox"/>	3 weeks
		<input type="checkbox"/>	4 weeks
		<input type="checkbox"/>	1 month
		<input type="checkbox"/>	2 months
		<input type="checkbox"/>	3 months
		<input type="checkbox"/>	4 months
		<input type="checkbox"/>	5 months
		<input type="checkbox"/>	6 months
		<input type="checkbox"/>	7 months
		<input type="checkbox"/>	8 months
		<input type="checkbox"/>	9 months
		<input type="checkbox"/>	10 months
		<input type="checkbox"/>	11 months
		<input type="checkbox"/>	1 year

Total number of parking sessions required...i.e. days x vehicles x sessions per day

See the guidance notes for session duration and cost by zone.

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:

- All of the information 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 as specified in the 'Use of Your Information' statement
- I agree to the terms detailed in the 'Pay by Phone Trader's Parking Account Guidance Notes'.

I understand I will cease to be eligible for trader's parking if

- The trader ceases to work at the address shown overleaf to which the parking account relates
- The Council withdraws the parking provision 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