

Resident's 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 all required proofs and correct payment
If you are applying by post, please allow 14 days for the delivery of your permit. 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 address must be within the controlled parking zone as defined in the appropriate Parking Places order your usual place of abode where you usually live and sleep at least 4 days a week.
Forename(s)				
Surname/Family name				
Full address				
Postcode				
Contact number				
Email address				All proofs must show the address be dated within 3 months, other than the council tax bill or tenancy agreement (which must be current) and driving licence
Proof of address provided (tick one)	Current council tax bill			
	Driving licence			
	Utility bill			
	Credit/store card/mail order statement			
	Benefit agency/pension statement			
	Bank/Building society statement (details omitted)			
	Legal letter of completion (valid 3 months from move in)			
Tenancy agreement (valid 3 months from move in)				
1st Permit?	Should this permit to be priced as the first for your household, or subsequent?	FIRST	SUB	Subsequent permits are charged at 50% more than the first.

About your vehicle...Please write clearly in BLOCK CAPITALS

Registration Number					Your vehicle must be one of a passenger vehicle or a goods carrying vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres or a mechanically propelled invalid carriage. First registered is the date your vehicle was first registered after manufacture. Vehicles converted to use LPG will be eligible for a 1 band reduction from that of first manufacture.
Make					
Model					
Colour					
First Registered					
Cylinder Capacity or Emissions (tick one)	Pre March 2001 Vehicles		Post March 2001 Vehicles		
	<= 1000cc	Band B	<=100g/km	Band A	
	1001-1550cc	Band H	101-120g/km	Band B	
	1551-1800cc	Band J	121-150g/km	Band C	
	1801-2400cc	Band D	151-165g/km	Band D	
	2401-3000cc	Band F	166-185g/km	Band E	
	> 3001cc	Band G	186-225g/km	Band F	
		>226g/km	Band G		
Proof(s) of vehicle ownership (tick to confirm)	Vehicle registration document (If your name is not on the vehicle registration document, then you must also provide proof that you are eligible to drive the vehicle, e.g. current insurance certificate)				You must be able to prove that you own or are eligible to drive the vehicle that the vehicle falls into the cylinder capacity or emissions band stated above.
	Conversion certificate (Required to prove you are eligible for the 1 band reduction in vehicle band from that of first manufacture).				

About your permit

Which Zone do you live in? (Tick)	A1		D		KA		T	To find your zone, look for resident parking bays. These will be signposted with the zone letters. Zone maps can be found online at www.richmond.gov.uk/parking
	A2		E		KB		X	
	B		ES		KC		Z1	
	B1		F		M		Z2	
	C		G		M1		Z3	
	CB		J		N		Z4	
	CB1		H		R		Z5	
	CB2		HM		S			
Duration of permit (tick)	3 months		6 months		1 year		2 years	Zone R permits can only be obtained for 1 year.
Start Date	Month			Year				If you are renewing a permit then your new permit will start when the old one expires.

Payment details

Payment Method (tick)	Cheque		Visa		Cheques and Postal Orders should be made out to London Borough of Richmond upon Thames
	Postal Order		Delta		
	Cash		Maestro		
	MasterCard				
Credit/Debit Card Details	Payment Amount	£			Failed payments will invalidate your permit and incur a £10 administration fee. *These are the last 3 digits of the number on the back of your card, on the signature strip.
	16-digit card number				
	3-digit CCV*				
	Start date				
	Expiry Date				
	Issue				

Use of Your Information Statement

National Car Parks (NCP) 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 NCP 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 NCP 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 NCP or the Council's processing of information, please write to Parking Enforcement, PO Box 221, Twickenham TW1 3TL.

Declaration

I declare that:

- I am resident for four or more days of the week at the address given and that the vehicle identified overleaf is owned/primarily used by me
- This address is within the controlled parking zone identified overleaf
- This is the only vehicle for which I am applying for or have applied for a resident's parking permit
- The vehicle does not exceed 2.28m in height or 5.25m in length
- I understand that my information will be used by the London Borough of Richmond upon Thames and National Car Parks as specified in the 'Use of Your Information' statement.

I understand I will have to return my permit to the Parking Shop if

- I cease to be a resident as defined in the appropriate Order
- I cease to be the user of the vehicle detailed
- The vehicle specified overleaf is adapted or used in such a manner that it ceases to be a passenger vehicle or of the class so described
- 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.
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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 resident permit would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

Resident's Parking Permit Guidance Notes

Please detach and keep for your reference

GENERAL

1. Only residents living within a Controlled Parking Zone are entitled to a permit for that zone.
2. Each question on the application form must be completed and fully answered.

DURATION

3. A permit may be issued for a period of 3, 6, 12 or 24 months, beginning with the first day of the month for which it is valid. Twickenham Event (R) zone permits are only available for 12 months.

COST

4. Please see the current price list.

ADDRESS TO SEND APPLICATIONS

5. Application forms, together with the appropriate fee and proofs of residency, vehicle ownership and vehicle cylinder capacity or carbon dioxide emissions, 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).

WHERE TO DISPLAY

6. Each new permit will be issued together with a protective cover which should be affixed to the inside of your vehicle's windscreen on the nearside. The permit must be displayed on the vehicle to which it relates in such a way that the particulars are readily visible from the front or nearside of the vehicle.

WHERE TO USE

7. A permit will enable the holder to park in any vacant on-street resident permit holder's space, or if applicable, shared use space within the zone of issue between the hours displayed on signs at the entry points to the zone, and in some cases, on signs adjacent to the parking bays, subject to any parking suspension that may occur. Parking places are **not** controlled outside of the zones restricted hours.

Permits are only valid in the zone of issue as shown on the permit by a letter(s) in the bottom right hand corner and on-street by the same letter(s) on sign plates. Resident permits are **not** valid in off-street car parks, meter bays and/or pay and display bays EXCEPT where otherwise stated by signs at the locations or on the separate guidance specific to the controlled parking zone for which you are eligible to apply for a permit.

Resident permits are **not** valid in any other controlled parking zone than the zone of issue (shown on the permit). Please see the separate 'Additional Guidance Notes' for your zone if unsure of where you may park with your permit.

PERMIT ELIGIBILITY/ VALIDITY

8. No resident is entitled to more than one valid permit for one specified vehicle except when renewing a permit immediately before expiry of a current permit, i.e. where a renewal is issued prior to the expiry of the existing permit.
9. A permit will not reserve the holder a right to park outside his/her home.
10. Permits are not transferable from one person to another or from one vehicle to another.

REFUNDS

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

Current refund amounts are published on the LBRuT Parking website at www.richmond.gov.uk/parking.

CHANGE OF VEHICLE

12. A new 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 vehicle application form (available from The Parking Shop or online at www.richmond.gov.uk/parking).
13. If the new vehicle is of a **different band** then you will be refunded in full for any remaining months on your permit and must purchase a new permit for the new vehicle. Existing permits are **not** valid on new vehicles.
14. Existing permits must be surrendered to the Parking Shop when applying for a change of vehicle, otherwise (15) applies.

LOST PERMITS

15. If a permit is lost, destroyed or stolen, the permit holder must notify The Parking Shop immediately and the permit shall cease to be valid. An application form for the issue of a new permit will be sent on request. A new permit will be issued for the unexpired period of the original permit.
16. A charge will be made for the issue of a replacement permit under (12) above, with the exception of when the change is the first within a 12 month period, and will be made for the issue of a permit under (15) above, unless the permit was stolen and a police crime reference number is provided.

RENEWAL

17. The onus to renew the permit on its expiry rests with the permit holder.

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 2.28 metres and the overall length of which does not exceed 5.25 metres, or
- a mechanically propelled invalid carriage.

DEFINITION OF 'RESIDENT' AND PROOF OF RESIDENCE TO BE SUPPLIED

To qualify for a resident's parking permit, the address shown given in your application form must be your "usual place of abode". The Parking Places Order defines a 'resident as "A person whose usual place of abode is at premises, the postal address of which is the Parking Places Order defines as any street within the controlled zone". You must normally spend at least 4 days each week living and sleeping at premises in the zone, merely having an office, shop or hotel in the zone does NOT entitle you to a resident's parking permit.

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

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

Under the terms of Order, the Council must be satisfied that the applicant is the "owner" of the vehicle specified in the application form, i.e. the person who keeps and uses the vehicle.

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 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 a resident's bay without displaying a valid permit even if an application has been posted to or deposited at The Parking Shop.

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.