

Trader'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 permits. 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	Mr / Mrs / Miss / Ms / Other (please specify):			Guidance Notes The works address must be within the controlled parking zone as defined in the appropriate Parking Places order.
Forename(s)				
Surname				
Company name				
Company address				
Telephone no.				
Email address				
Works address (if different from above)				
Delivery address	I would like my permits posted to (tick one)	MY ADDRESS	WORKS ADDRESS	Required for postal applications only.
Proof of works address provided (tick one)	Quote or schedule of work			All proofs must <ul style="list-style-type: none"> • show the works address • indicate the period of works.
	Signed letter from resident			

About your permit(s)

Which zone is the works address in? (Tick)	A1		D		KA		S1		To find the 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		T		
	B		ES		KC		X		
	B1		F		M		Z1		
	C		G		M1		Z2		
	CB		J		N		Z3		
	CB1		H		R		Z4		
	CB2		HM		S		Z5		
How many permits do you require?	Number of permits (maximum 50)							See overleaf for guidance on how many permits you will need.	

Payment details

Payment Method (tick)	Cheque		Cheques should be made out to 'LBRuT'	Failed payments will invalidate your permits and incur a £10 administration fee.
	Cash		Please do not send cash through the post.	
	Credit/Debit Card		If applying by post, please write your telephone number for us to call you for your card details.	
		Tel:		

PLEASE TURN OVER

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

I declare that:

- My work place is as shown overleaf and that this is within the controlled parking zone identified overleaf
- If I cease to work at the address shown overleaf to which the permits relate I will surrender unused permits to The Parking Shop at 96 Holly Road, Twickenham, Middlesex TW1 4HF
- All the information 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 National Car Parks 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 resident permit would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

Explanatory Notes for All Zones

1. Trader's permits are issued to traders working at an address within a controlled parking zone who require to park close to that address and where no reasonable alternative parking is available.
2. Permits issued for zones A1 (Richmond Town) and A2 (Richmond Hill) are valid for 8:00am to 2:00pm **or** All Sunday/Bank Holiday **or** 12:30pm to 6:30pm

Permits issued for all other zones are valid for 8:00am to 2:00pm **or** 10:00am to 12:00pm **or** 12:30pm to 6:30pm
3. A traders' permit allows the holder to park in any vacant resident parking place for the zone for which it is valid providing that the space has not been suspended. Parking in a meter/ticket machine space within controlled hours will require the appropriate charge to be paid to the appropriate meter/ticket machine.
4. A maximum of 5 books (50 half-days or 25 days) can normally be purchased at any one time. However, the council reserves the right to restrict applicants to smaller numbers of trader's permits at any one time if the need arises.
5. Each permit must be validated by scratching off the appropriate day, date, month and period. Where all day parking is required two permits must be displayed side by side, one with the morning period scratched out and one with the afternoon period scratched out.
6. In the **B1** – North Barnes; **CB1** – Barnes Village; **CB2** – South Barnes; **E** – South Twickenham; **J** – Townshend; **KA** – Kew; **KB** – South Kew; **M** – Mortlake; **T** – Teddington zones only one permit with the appropriate period scratched out is required to allow parking during the controlled hours.
7. The cost for the permits for each zone is as follows:

A1 – Richmond Town and A2 – Richmond Hill	1 permit costs £2.20 and is valid for one half day
B – Hammersmith Bridge; CB – Central Barnes; C – Cole Park; D – Central Twickenham; ES – East Sheen; F – East Twickenham; G – The Alberts; H – Hampton Court; HM – Heatham Area; KC – North Kew; N – North-East Richmond; M1 – Vicarage Road; S – St Margarets South; S1 – Orleans; X – Hampton Wick; Z1 – Ellera Road; Z2 – Ferry Road; Z3 – Bracken Gardens; Z5 – First Cross Road	1 permit costs £1.10 and is valid for one half day
B1 – North Barnes; CB1 – Barnes Village; CB2 – South Barnes; E – South Twickenham; J – Townshend; KA – Kew; KB – South Kew; M – Mortlake; T – Teddington.	1 permit costs £1.10 and is valid for one full day