

Twickenham Event Zone Business Visitor Parking Permit Guidance Notes - Keep for Your Records

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



1. Eligibility	1
2. How to apply	1
3. Proofs.....	1
4. Permit cost.....	1
5. How to use your Twickenham event zone (R) business visitor parking permits	2
6. Where to park	2
7. Suspensions	2
8. Change of address.....	2
9. Lost, stolen or damaged permits	2
10. Renewing	2
11. Refunds.....	2
12. Offences.....	2
13. More information	3

1. Eligibility

Your business address

To qualify for Twickenham event zone (R) business visitor parking permits your business address as given on your application form must

- Be within the Twickenham Event (R) community parking zone (legally known as controlled parking zone) as defined by the Parking Places Order
- Be used for non-residential purposes
- Not have a restriction on the issue of Twickenham event zone (R) business visitor parking permits as a result of a planning agreement under Section 106 of the Town and Country Planning Act 1990 as amended.

Period

Twickenham event zone (R) resident visitor parking permits are available for 1 year durations only.

Where an application for Twickenham event zone (R) resident visitor parking permit(s) is received by the Council on or before the 17th of the month, the permit(s) will be back-dated to the beginning of the current month. Permits applied for on or after 18th will be forward-dated to the beginning of the following month.

Number of permits

Each business is entitled to a maximum of **two** current Twickenham event zone (R) business visitor parking permits, unless otherwise authorised by the Council, except when renewing permits immediately before expiry of the current permit(s).

Your business visitor's vehicles

Must be passenger vehicles or goods carrying vehicles the overall height of which do not exceed 2.28 metres and the overall length of which do not exceed 5.25 metres, or mechanically propelled invalid carriages.

Transfer

Permits may be used on any vehicle where the driver is a bona fide visitor, visiting you at your business address whilst the Twickenham event zone (R) is in operation, providing that their vehicle is as specified above.

2. How to apply

All applications must be completed and **signed**, and submitted with copies of your proofs. Unsigned forms or those without proofs will not be processed.

Via email: scan and send to parkingpermits@richmond.gov.uk

By fax: 020 8891 7798

By post: Parking Permits, PO Box 466, Twickenham TW1 9JT

3. Proofs

The Council must be satisfied when you apply for or hold Twickenham event zone (R) business visitor permit(s), that you are entitled to them, i.e. that you operate a business from a non-residential property within the zone.

Although the Council may not ask for proofs on renewal, proofs may be requested at any time. If you cannot prove continued eligibility then the Council will invalidate your permit(s) and your visitor's vehicles may be liable for Penalty Charge Notices if found to be displaying any of the permits for parking whilst the Twickenham event zone (R) is in operation.

4. Permit cost

Permits for the Twickenham event zone (R) are free of charge.

PLEASE TURN OVER

5. How to use your Twickenham event zone (R) business visitor parking permits

Permits must be displayed in your visitor's vehicle as soon as they park in a Twickenham event zone (R) parking place in such a way that the particulars are readily visible from the front or nearside of the vehicle.

6. Where to park

A permit will not reserve the holder a right to park in a specific parking bay.

A permit will enable the holder to park in any vacant on-street business parking 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.

Twickenham event zone (R) business visitor parking permits are not valid in off-street car parks, pay and display bays, or in other zones **except** where otherwise stated by signs at the locations.

7. Suspensions

The Council regularly suspends bays from normal use for various reasons, e.g. house moves. Any unauthorised vehicles found parked in a suspended bay may be liable for a Penalty Charge Notice. If your visitor's vehicle is to remain in the same bay for a number of days then you should check daily for any suspension notices.

8. Change of address

If you change address within the Twickenham event zone (R) then you must notify the Council using a 'Permit Change or Return' form and provide proof of your new address, so that your permits can be updated.

If you move out of the Twickenham event zone (R) then your business visitor parking permit(s) will immediately become invalid and you must return your permit(s) to the Council using a 'Permit Change or Return' form.

Forms are available from the Council using the details in **13. More Information**.

9. Lost, stolen or damaged permits

If a permit is lost, stolen or damaged, the permit holder must notify the Council immediately using a 'Permit Change or Return' form and the permit shall cease to be valid. If requested, a new permit will be issued for the unused period of the original permit.

A charge of £10 will be made for the issue of a replacement permit except when the permit was stolen and a police crime reference number is provided.

10. Renewing

The Council will **not** normally send reminder letters for business visitor permits and the onus to renew the permit on its expiry rests with the permit holder.

11. Refunds

Refunds are not available for Twickenham event zone (R) permits as they are issued free of charge.

12. Offences

The following are offences and the Council may take further action if you are found to be committing one.

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:

- Use or lend to another person any permit or other authorisation with intent to deceive and
- 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 valid permit

It is an offence to park in a business or shared use bay without having a valid permit even if an application for permits has been sent to the Council.

PLEASE TURN OVER

Vehicle must be licensed

It is an offence under the Vehicle Excise and Registration 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.

13. More information

You can find more information or get copies of forms

- Online at www.richmond.gov.uk/parking
- By phone by calling 020 8891 7544 (9am to 5:15pm, Monday to Thursday, 9am to 5pm Friday, excluding Bank and Public holidays)
- By email to parkingpermits@richmond.gov.uk
- By post to Parking Permits, PO Box 466, Twickenham TW1 9JT.

If you need this document in Braille, large print, audio tape or in another language, please call 020 8891 7071 or Textphone on 020 8831 6342