

# Business parking permit application form



See [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking) for the latest version

- Read through this form and the guidance notes before completing
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- To submit your form you can **scan and email** to [parkingpermits@richmond.gov.uk](mailto:parkingpermits@richmond.gov.uk); or **post** to Parking Permits, PO Box 466, Twickenham TW1 9JT
- When you apply ensure you include all proofs and correct payment.

**Allow 14 days for delivery of your permit(s).**

## About you...Please write clearly in BLOCK CAPITALS

Title	Mr / Mrs / Miss / Ms / Other (please specify):
Forename(s)	
Surname	
Business name	
Business address	
Telephone no.	
Email address	

## Proof of current address provided...

**ALL must be provided and must show the address. Only send COPIES as proofs cannot be returned**

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Utility bill for the business address dated within 3 months  |
| <input type="checkbox"/> | Business rates bill for the current year   |
| <input type="checkbox"/> | A signed letter on company headed paper stating that the company operates as a business from that address. |

## Which Community Parking Zone?

<input type="checkbox"/> A1	<input type="checkbox"/> D [inc. inner area]	<input type="checkbox"/> KB	<input type="checkbox"/> T1
<input type="checkbox"/> A2	<input type="checkbox"/> D [exc. inner area]	<input type="checkbox"/> M	<input type="checkbox"/> X [inc. inner area]
<input type="checkbox"/> A3	<input type="checkbox"/> E	<input type="checkbox"/> N	<input type="checkbox"/> X [exc. inner area]
<input type="checkbox"/> B	<input type="checkbox"/> ES	<input type="checkbox"/> S	<input type="checkbox"/> X1
<input type="checkbox"/> B1	<input type="checkbox"/> F	<input type="checkbox"/> S2	
<input type="checkbox"/> C	<input type="checkbox"/> H	<input type="checkbox"/> S3	
<input type="checkbox"/> CB	<input type="checkbox"/> KA	<input type="checkbox"/> T	<input type="checkbox"/> ALL

## Duration...Tick one

<input type="checkbox"/> 3 months	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months
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## Start date...Renewals start the day after expiry of the current permit

<input type="text"/>	Month	<input type="text"/>	Year
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**PLEASE TURN OVER**

## About your permits...

- Second and 3+ permits are charged at around 1 ½ and 2 times the equivalent first permit respectively
- Businesses may only have 5 current business permits at any time unless authorised by the Council
- Permits are available free of charge for Band A vehicles, i.e. those first registered on or after 01/03/2001 with engine CO2 emissions of 100g/Km or less.

## Transferable permit(s)...

Complete this section if you want permits displaying your **BUSINESS NAME** which can be used on **ANY** vehicle.

I'm applying for (0 or 1)  **First** current permit for my organisation

I'm applying for (0 or 1)  **Second** current permit for my organisation

I'm applying for (number)  **3+** current permit(s) for my organisation

I'm applying for (number)  **Free Band A vehicle** current permit(s) for my organisation

## ...or vehicle specific permit(s)...

Complete this section if you want permits displaying the **VEHICLE REGISTRATION** to be used **ONLY** on that vehicle.

I'm applying for (0 or 1)  **first** current permit for my organisation, for the following vehicle

Vehicle details	Registration	Make	Colour

I'm applying for (0 or 1)  **second** current permit for my organisation, for the following vehicle

Vehicle details	Registration	Make	Colour

I'm applying for (number)  **3+** current permit(s) for my organisation, for the following vehicle(s)  
[Continue on additional sheets if necessary]

Vehicle details	Registration	Make	Colour

I'm applying for (number)  **Free Band A vehicle** current permit(s) for my organisation, for the following vehicle(s) [Continue on additional sheets if necessary]

Vehicle details	Registration	Make	Colour	Date First Registered	Engine CO2 Emissions
					g/Km
					g/Km
					g/Km
					g/Km
					g/Km

**Proofs provided (tick to confirm)**

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You must provide **copies** of vehicle registration documents for ALL vehicle specific permits:

- Copies of vehicle registration documents in the name and address of the business, **or**
- Copies of vehicle registration documents in the name of the employee, along with a signed letter from the business stating that they work there.

Copies of proof of the date of first registration and engine CO2 emissions must also be provided for any Band A vehicles.

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## Payment details

- Failed payments will invalidate the permit and incur a £10 administration fee.
- No liability will be taken by the Council for applications lost in the post.

### Amount...Indicate quantity

#### First permit

#### Second permit

#### 3+ Permit

Zone	3 months	6 months	1 year	3 months	6 months	1 year	3 months	6 months	1 year
A1	x £272	x £545	x £1,090	x £409	x £818	x £1,636	x £545	x £1,090	x £2,180
A2	x £163	x £327	x £654	x £246	x £492	x £984	x £327	x £654	x £1,308
A3, B, C, CB, F, N, S, S1, S2, T (Waldegrave Road only), T1	x £65	x £131	x £262	x £98	x £196	x £392	x £131	x £262	x £524
B1, E, ES, KA, KB, M, S3, T, X1	x £38.50	x £77	x £155	x £58.50	x £117	x £234	x £77	x £155	x £310
D including inner area	x £246	x £491	x £982	x £369	x £738	x £1,476	x £491	x £982	x £1,964
D excluding inner area	x £152	x £305	x £610	x £229	x £458	x £916	x £305	x £610	x £1,220
H	x £87	x £174	x £349	x £131	x £262	x £524	x £174	x £349	x £700
X including inner area	x £196	x £392	x £784	x £294	x £588	x £1,176	x £392	x £784	x £1,568
X excluding inner area	x £76	x £152	x £305	x £114.50	x £229	x £458	x £152	x £305	x £610
ALL zones	x £326	x £653	x £1,306	x £490	x £980	x £1,960	x £653	x £1,306	x £2,612
<b>TOTAL</b>	£ <input type="text"/>								

## Payment Method...Tick one. Cheques and postal orders must be made out to 'LBRuT'

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Cheque made out to LBRuT

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Postal Order made out to LBRuT

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BACS

to NatWest Bank; Sort code 60-22-03; Account 63459523; reference 'Business Parking' and your postcode

## 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.

**PLEASE TURN OVER**

## Declaration

I declare that:

- ☐ All of the information I have 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 'Business Parking Permits Guidance Notes'.

I understand I will cease to be eligible for business parking and will notify the Council if

- ☐ I cease to be a business user as defined in the appropriate Order
- ☐ The owner of a vehicle to which a permit has been issued ceases to work for my business, or own that vehicle, or that vehicle is adapted or used in such a manner that it ceases to be of the type allowed a permit
- ☐ Upon the issue to me of a replacement permit
- ☐ 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 help completing this form, or a copy in Braille, large print, audio tape or in another language, please call 020 8891 1411 or  
textphone on 020 8831 6001