

Operational/Carer/Clergy/Teacher 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 proofs and correct payment
If you have any problems or queries making your application, please contact The Parking Shop on **020 8744 2131** for assistance.

FOR OFFICE USE

Approved by

Date

About you...Please write clearly in BLOCK CAPITALS

Title			<p style="text-align: center;">Guidance Notes</p> <p>Please fill in this section with the details for your organisation/place of work/school. Your permit(s) will then be posted to this address.</p>
Forename(s)			
Surname			
Organisation name			
Full address			
Telephone no.			
Email address			
Proof of address provided (tick one)	Utility bill for employers address dated within 3 months	<input type="checkbox"/>	<p>Applications cannot be authorised unless justified by your employer.</p>
	Current council tax bill for employers address	<input type="checkbox"/>	
Reason for Permit (tick to confirm)	You must provide a signed and dated letter from your employer/head teacher confirming		
	a) that you are employed by them b) the nature of your role, and that the permit is necessary for you to carry out your duties c) in the case of Teachers permits, that your school has an Approved Travel Plan.		

About your TRANSFERABLE permit(s) ...Please write clearly in BLOCK CAPITALS

Please complete this section if you are applying for 'transferable' permits, i.e. permits displaying your organisation name which can be used on any vehicle.

Type of Permit (tick one)	Carer/Clergy by organisation	<input type="checkbox"/>	<p>This will be printed on your permits.</p>	
	Teacher by school	<input type="checkbox"/>		
	Non-Carer by organisation	<input type="checkbox"/>		
1 st Permit?	Please state whether you are applying for the first current permit for your organisation? (circle)	YES	NO	<p>Subsequent permits are charged at 50% more than the first permit. You should choose your highest banded vehicle to have the first permit to minimise the cost. All subsequent permits will be at the specified subsequent permit band cost.</p>
1 st Permit Band	Please state the HIGHEST banded vehicle for which the permit will be used	BAND		
Subsequent Permits	Please state the number of subsequent permits you require.			
Subsequent Permits Band	Please state the HIGHEST banded vehicle for which any subsequent permits will be used	BAND		

PLEASE TURN OVER

About your VEHICLE SPECIFIC permit(s) ...Please write clearly in BLOCK CAPITALS

Please complete this section if you are applying for 'vehicle specific' permits, i.e. permits displaying the vehicle registration which can only be used on that vehicle.

Type of Permit (tick one)	Carer/Clergy by vehicle						<p>Subsequent permits are charged at 50% more than the first.</p> <p>You should choose your highest banded vehicle to have the first permit to minimise the cost.</p> <p>First Registered is the date the vehicle was first registered after manufacture.</p> <p>List the vehicle for which you want the first permit first and all others afterwards. Continue on additional sheets if necessary.</p> <p>Applications cannot be approved without proofs.</p>
	Teacher by vehicle						
	Non-Carer by vehicle						
1 st Permit?	Please state whether you are applying for the first permit for your organisation? (circle)				YES	NO	
1 st Permit Vehicle	Registration	Make	Model	Colour	First Registered	Band	
Subsequent Permits	Please state the number of second and subsequent permits you require.						
Subsequent Permit Vehicles	Registration	Make	Model	Colour	First Registered	Band	
Proofs provided (tick to confirm)	You must provide vehicle registration documents for ALL vehicle specific permits						

Permit Zone and Duration

Which Zone do you need permits for? (tick)	A1		D		KA		T		<p>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</p>
	A2		E		KB		X		
	B		ES		KC		Z1		
	B1		F		M		Z2		
	C		G		M1		Z3		
	CB		J		N		Z4		
	CB1		H		S		Z5		
	CB2		HM		S1		ALL		
Start Date	Month				Year				<p>If you are renewing a permit then your new permit will start when the old one expires.</p>

Payment details

Payment Method (tick)	Cheque		Cheques should be made out to 'LBRuT'	<p>Failed payments will invalidate your permits and incur a £10 administration fee.</p>
	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 for All Permits

I declare that:

- This/these permit(s) will only be used for the purpose and in the manner described in the covering letter (or on the front page of this application) that accompanied this application form and further agree to advise of any change in circumstances to those agreed.
- I understand that Operational Permits are not to be used for long-stay/unauthorised parking in a controlled parking zone and that permits may be withdrawn if they are not used in accordance with the conditions of issue.
- I have read and understood the guidance notes and '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.

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

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Operational/Carer/Clergy/Teacher Parking Permit Guidance Notes



Please detach and keep for your reference

GENERAL

1. The Council recognises the need for parking permits for special categories of motorists whose needs cannot adequately be met by the normal facilities provided in controlled parking zones.

Only persons whose operations require them to park within controlled parking zones may apply for operational parking permits.

2. The provision of permits is tightly controlled by the London Borough of Richmond upon Thames and covered by set guidelines. Each application is considered on its merits. For specific eligibility queries, please email parking@richmond.gov.uk or call 020 8891 7485.
3. Each question on the application form must be fully answered.

TYPES OF PERMIT

4. Three types of permit are available:-
 - i. **Carer/Clergy** permits for those caring for sick or elderly residents. "Carers/Clergy" include district nurses, health visitors, Council social workers, classroom assistants carrying out caring duties, and others caring for the sick and elderly.
 - ii. **Teachers** permits are for teachers and classroom assistants at schools or colleges where the school has an Approved Travel Plan, and for peripatetic (mobile) music teachers.
 - iii. **Non-carers** permits for all other cases, including nannies, child minders, etc. Other categories of applicant are considered on their merits.

DURATION

5. Operational permits are only issued on an annual basis.

COST

6. Prices vary with permit type, i.e.
 - i. **Carers permits** are priced at a cost equivalent to the residents' permit price for the zone of main use.
 - ii. **Clergy permits** are issued free of charge.
 - iii. **Teachers and Non-carers** permits are priced at a cost equivalent to three times the residents' permit price for the zone of main use (except for zones operating for either 2 or 4 hours where the price is twice the cost of the relevant permits, and at the higher rated Hampton Court where the price is in line with most all day zones).

Please see the current price list for exact pricing.

ADDRESS TO SEND APPLICATIONS

7. To apply for a permit, please complete and return the application form with the appropriate fee and proofs of address, need and vehicle ownership to The Parking Shop at 96 Holly Road, Twickenham, Middlesex TW1 4HF (tel. 020 8744 2131). Staff will lodge your application with the Council for approval. If approved, the Council will instruct The Parking Shop to issue the permit on payment of the relevant fee.

The Parking Shop is open from 9:00am to 5:30pm, Monday to Saturday (excluding Bank and Public holidays).

When applying please allow 14 days in advance of the date for which the permit is required.

WHERE TO DISPLAY

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

WHERE TO USE

9. Permits are valid in all parking places in the relevant controlled parking zone or zones which can be used by residents. These exclude meter bays, voucher only bays, free short stay parking bays, pay and display bays (except where signs indicate these bays can also be used by residents), business bays, disabled bays, suspended bays, motorcycle bays, and specially designated loading places. These bays must be kept clear for their specified purpose.

Teachers' permits will not be valid on Saturdays or Sundays, but will otherwise be valid during operational hours of the CPZ for which they are issued.

Permits issued for 'ALL' zones are not valid for parking at an applicant's/holder's base nor are they valid for long stay parking. Regular enforcement by the Council's Parking Contractor seeks to ensure that the use of these permits is in accordance with these guidelines. Any vehicles found to be in contravention of these guidelines will result in the permit being withdrawn. If all day parking is required for an address within a controlled parking zone, then alternative parking facilities should be sought. Enquiries can be made at The Parking Shop.

PERMIT ELIGIBILITY/ VALIDITY

10. No person 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.
11. A permit will not reserve the holder a right to park outside his/her place of operation.

REFUNDS

12. 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.
- For current refund amounts please ask the staff at The Parking Shop.

CHANGE OF VEHICLE

13. 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 Same Banded Vehicle' application form (available from The Parking Shop or online at www.richmond.gov.uk/parking).
14. 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.
15. Existing permits must be surrendered to the Parking Shop when applying for a change of vehicle, otherwise (16) applies.

LOST PERMITS

16. If a permit is lost or destroyed, 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.
17. A charge will be made for the issue of a replacement permit under item (13) above, with the exception of when the change is the first within a twelve month period, and will be made for the issue of a permit under item (16) above unless a 'Lost/Stolen Permit Declaration' form is completed and a police crime reference is provided.

RENEWAL

18. The onus to renew the permit on its expiry rests with the permit holder.
For renewals the Council will wish to ensure that the conditions appertaining at the time of issue are still valid.

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 VEHICLE 'OWNER' AND PROOF OF OWNERSHIP 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. The scheme does not allow for "borrowed" or "shared" vehicles.

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 bay without displaying a valid permit even if an application has been posted to or deposited at a 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.