

Change of Same Banded Vehicle Form



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

- Use this form to update your permit if you have changed your vehicle and either
 - your permit is for the Twickenham event zone (R), or
 - your vehicle is in the same cylinder capacity or engine emission band as your old vehicle.Otherwise, you'll need to return your existing permit for a refund and apply afresh for your new vehicle.
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- When you have completed your form post it to Parking Permits, PO Box 221, Twickeham TW1 3TL
- Include all required proofs, your **current permit** and £10 administration fee payment (if you have previously changed vehicle within the last 12 months).
- You must park legally until you can display your new permit in your new vehicle.

Please allow 14 days for the delivery of your permit. If you have any problems or queries making your application, please contact the Council on **020 8891 7544** for assistance.

About you...Please write clearly in BLOCK CAPITALS

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

About your OLD vehicle

| | | | |
|--------------|--|--------|--|
| Registration | | Model | |
| Make | | Colour | |

About your NEW vehicle

| | | | |
|--------------|--|------------------|--|
| Registration | | Colour | |
| Make | | First registered | |
| Model | | Band | |

Proof of vehicle ownership...Tick to confirm where applicable

| | |
|--------------------------|--|
| <input type="checkbox"/> | 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) |
| <input type="checkbox"/> | Conversion certificate (Required to prove you are eligible for the 1 band reduction in vehicle band from that of first manufacture). |

Payment method...Tick one. If paying £10 administration fee

| | |
|--|--|
| <input type="checkbox"/> Cheque (Make out to 'LBRuT') | <input type="checkbox"/> Credit/Debit card (Not American Express or Diners Card.) |
| Daytime telephone number (for staff to contact you for your card details) | |

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 permit/account
- 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.

Declaration

I declare that:

- All the information I have given in this application is correct, and
- I am still eligible for this permit as per the relevant permit type Guidance Notes (available online at www.richmond.gov.uk/parking), and
- 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.

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

