

# Resident Visitor's Parking Permit Application Form



## Instructions

1. Please read through this application form 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 permit. 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

<b>Title</b>	Mr / Mrs / Miss / Ms / Other (please specify):						<b>Guidance Notes</b>  Your address must be <ul style="list-style-type: none"> <li>• within the controlled parking zone as defined in the appropriate Parking Places order</li> <li>• your usual place of abode where you usually live and sleep at least 4 days a week.</li> </ul>		
<b>Forename(s)</b>									
<b>Surname</b>									
<b>Full address</b>									
<b>Telephone no.</b>									
<b>Email address</b>									
<b>Proof of address provided (tick one)</b>	Current council tax bill								
	Current driving licence								
	Utility bill (dated within 3 months)								
	Legal letter of completion (valid 3 months from move in)								
	Tenancy agreement (valid 3 months from move in)								
<b>About your permit(s)</b>									
<b>Which Zone do you live in? (Tick)</b>	A1		D		KA		X	To find your zone, look for resident parking bays. These will be signposted with the zone letters. Zone maps can be found online at <a href="http://www.richmond.gov.uk/parking">www.richmond.gov.uk/parking</a>	
	A2		E		KB		Z1		
	B		ES		KC		Z2		
	B1		F		M		Z3		
	C		G		M1		Z4		
	CB		H		N		Z5		
	CB1		HM		S				
	CB2		J		T				
<b>Number of Books (Tick)</b>	1 (10 permits)				2 (20 permits)				You can purchase 2 books at any one time, maximum of 12 books per 12 month period per household.
<b>OAP Discount</b>									
<b>Discount (Tick)</b>	Are you over 60?			YES		NO		Residents over 60 years old qualify for a 50% discount	
<b>Proof of Age if Over 60 (tick one)</b>	Freedom Pass								
	Passport								
	Birth Certificate								
	Pension Book/Statement								
	Other (specify)								

**PLEASE TURN OVER**

## 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:		

## Use of Your Information Statement

National Car Parks (NCP) 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 NCP 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 NCP 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 NCP or the Council's processing of information, please write to Parking Services, PO Box 221, Twickenham TW1 3TL.

## Declaration

I declare that:

- I am resident for four or more days of the week at the address overleaf
- This address is within the controlled parking zone identified overleaf
- I will only issue permit(s) to visitors to me at my address given overleaf
- By purchasing the number of books overleaf, I will not exceed my 12 book per household per 12 month period limit
- 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 and National Car Parks as specified in the 'Use of Your Information' statement.

I understand I will have to return my permits to the Parking Shop if

- I cease to be a resident as defined in the appropriate Order
- The Council withdraws the permit under the relevant article of the applicable Order.

## 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 any vehicle will be liable for penalty charge notices if parked where a valid resident visitor permit would normally be valid. The Council may also prosecute under the Theft Act or other relevant legislation.

## Please detach and keep for your reference

### ELIGIBILITY OF PERMITS

1. Only residents living within the Controlled Parking Zone are entitled to purchase residents' visitors permits.  
If you are a resident over 60, you must produce appropriate proof of age to qualify for half price visitor permits.

### AVAILABILITY AND VALIDITY OF PERMITS

2. Each household may apply for a maximum of 12 books in any period of twelve months. No more than 2 books may be applied for at any one time.

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 permit will enable the visitor to park in any vacant on-street resident 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 suspension that may be made from time to time.

Parking places are only controlled within the hours displayed on the entry signs and other signage within the zone. Permits are only valid in the zone of issue on-street by the zone letter(s) on sign plates. Resident visitor permits are not valid in off-street car parks, meter bays and/or pay and display bays EXCEPT where otherwise stated by signs at the locations or on the separate guidance notes specific to the controlled parking zone for which you are eligible to apply for a permit.

Please see the separate CPZ guidance notes if unsure of where you may park with your permit.

### COST OF AND MEANS OF APPLYING FOR PERMITS

4. Books of 10 permits are priced at £22 each for zones A1 and A2, £11 each for all other zones. Over 60's receive a 50% discount on provision of proof of age.

Application forms, together with the appropriate fee and proof of residency, must either be returned by post or taken to  
The Parking Shop  
96 Holly Road  
Twickenham  
Middlesex TW1 4HF

Opening times are 9:00am to 5.30pm, Monday to Saturday (excluding Bank and Public holidays). If applying in person you should be prepared for a short wait.

### HOW TO USE VISITOR'S PERMITS

5. Visitors' permits are issued to you as a resident and it is your responsibility to ensure the correct day, date, month and time period are validated on the permit. Permits, when correctly validated, must be displayed on the nearside window or on the dashboard of your visitor's vehicle as soon as he/she arrives and in such a way that all the details on the face of the permit can clearly be seen from the front or nearside of the vehicle.

Failure to properly validate and display the permit may result in the issue of a penalty notice. It is an offence to obliterate or change by any means the details validated on the visitor's permit. No permit can be used twice.

6. For zones that operate for 2 or 4 hours a day, only one visitor permit is required to be displayed with the a.m. period scratched off, which allows all day parking. For zones that operate for longer than 4 hours a permit is required for the a.m. period and the p.m. period as appropriate for a days parking.
7. For short stays, visitors may prefer to use the short stay visitor spaces within the zone, rather than use the visitor's permit. These vary between zones but may include meter, pay and display, voucher or free bays. Visitors should check the signage and pay the appropriate fee where necessary.
8. Visitors' permits are issued in order to provide residents with a parking facility for their visitors which otherwise would not exist. Abuse of this provision may lead to withdrawal of any permits issued and the loss of the facility to purchase further visitors' permits.
9. Residents requiring parking for vehicles belonging to builders, decorators, plumbers etc. may obtain, or their Trader may obtain Traders' permits. These are available by the ½ day. Please see information on Traders' permits. Traders' permits do not affect the resident's maximum allocation of Visitors permits.

## Important Notes

### DEFINITION OF 'RESIDENT' AND PROOF OF RESIDENCE TO BE SUPPLIED

To qualify for a resident's parking permit, the address given on the application form must be your "usual place of abode". The Parking Places Order defines a 'resident as "A person whose usual place of abode is at premises, the postal address of which is the Parking Places Order defines as any street within the controlled zone". You must normally spend at least 4 days each week living and sleeping at premises in the zone, merely having an office, shop or hotel in the zone does NOT entitle you to a resident's parking permit.

Under the terms of the Order, the Council must be satisfied that an applicant is a genuine resident. The documents which can be provided in support of your application are given on the first page of the application form.

## 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 resident's 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.

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