



Why not apply online at www.richmond.gov.uk/parking?



Scratch Card Resident Visitor Parking Permits Application Form



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

- Read through this application form and the Guidance Notes before completing
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- Post your completed application to **Parking Permits, PO Box 466, Twickenham TW1 9JT**
- Make sure when you apply that you include all proofs where needed and payment.

If applying by post please allow 14 days for delivery. PLEASE AWAIT CONFIRMATION IF COLLECTING.

Only apply if you are happy **ONLY** to use scratch card resident visitor parking permits in your household, and **NOT** pay by phone.

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

Title	Mr / Mrs / Miss / Ms / Other (please specify):
Forename(s)	
Surname	
Full address	
Contact Number	
Email address	

Previous address...

If you have moved within the last 12 months and had scratch card resident visitor parking permits or a pay by phone account at the old address.

Proof of current address provided...Tick one

Proofs **MUST** show the address. Only send **COPIES** as proofs cannot be returned

- | | |
|---|---|
| <input type="checkbox"/> None - I've already provided proof of my current address within the last 12 months. | <input type="checkbox"/> Utility bill (dated within 3 months) |
| <input type="checkbox"/> Copy of my current council tax bill | <input type="checkbox"/> Copy of the legal letter of completion (valid 3 months from move in) |
| <input type="checkbox"/> Copy of my current driving licence | <input type="checkbox"/> Copy of my tenancy agreement (valid 3 months from move in) |

Which Community Parking Zone do you live in?...Tick

- | | |
|-----------------------------------|--|
| <input type="checkbox"/> A1 or A2 | <input type="checkbox"/> NOT A1 or A2 |
|-----------------------------------|--|

Number of books needed...Maximum 6 books (60 permits) per application

Are you over 60?... Residents over 60 years old qualify for a 50% discount

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> YES | <input type="checkbox"/> NO |
|------------------------------|-----------------------------|

PLEASE TURN OVER

Proof of age if over 60...Tick one. Only send COPIES as proofs cannot be returned

<input type="checkbox"/> None - I've already provided proof of my age	<input type="checkbox"/> Copy of my passport	<input type="checkbox"/> Copy of a pension book or statement
<input type="checkbox"/> Copy of my Freedom Pass	<input type="checkbox"/> Copy of my Birth Certificate	<input type="checkbox"/> Other (specify)

Permit collection details...Leave blank for postal delivery.

AWAIT CONFIRMATION IF COLLECTING

Notify me by Post to my address Email me* Call me*

* Allow 4 working days after notification before collecting, for internal delivery to your collection point

I will collect from	<input type="checkbox"/> The Civic Centre 44 York Street, TW1 3BZ	<input type="checkbox"/> Hampton Hill Library 68 High Street, TW12 1NY	<input type="checkbox"/> Teddington Library Waldegrave Road, TW11 8NY
	<input type="checkbox"/> Castelnau Library 75 Castelnau, SW13 9RT	<input type="checkbox"/> Hampton Wick Library Bennet Close, KT1 4AT	<input type="checkbox"/> Twickenham Library Garfield Road, TW1 3JT
	<input type="checkbox"/> East Sheen Library Sheen Lane Centre, SW14 8LP	<input type="checkbox"/> Kew Library 106 North Road, TW9 4HJ	<input type="checkbox"/> Whitton Library 141 Nelson Road, TW2 7BB
	<input type="checkbox"/> Ham Library Ham Street, TW10 7HR	<input type="checkbox"/> Richmond Lending Little Green, TW9 1QL	
	<input type="checkbox"/> Hampton Library Rosehill, TW12 2AB	<input type="checkbox"/> Richmond Reference Old Town Hall, TW9 1QL	

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...Complete one row

<input type="text"/>	x non-A1/A2 books at £12 each	=	£ <input type="text"/>
<input type="text"/>	x non-A1/A2 books with over 60s discount at £6 each	=	£ <input type="text"/>
<input type="text"/>	x A1/A2 books at £24 each	=	£ <input type="text"/>
<input type="text"/>	x A1/ A2 books with over 60s discount at £12 each	=	£ <input type="text"/>

Payment Method...Tick one

Cheque made payable to 'LBRuT'

Postal Order made payable to 'LBRuT'

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 'Scratch Card Resident Visitor Parking Permits Guidance Notes'.

I understand I will cease to be eligible for visitor parking if

- I cease to be a resident as defined in the appropriate Order
- 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