

Business Name:
Address:
Post Code:
Location of Graffiti on property:

Dear Sir/Madam,

It has been noted that this property has been subjected to a graffiti attack. **Please report this to the police.** The Council offers a removal service to the business community, for accessible graffiti below a height of 3m, as follows:

- (1) Free to independent businesses employing 9 employees or less nationally.
- (2) Unlimited removal for an annual fee for larger businesses subscribing to the Graffiti Removal Scheme, or,
- (3) One off quotations for removal on request.

If you wish to use our graffiti removal service, please complete and sign the appropriate sections below and return to the address at the bottom of this form.

I understand that any work will be undertaken at my own risk and that the Council and its agents will not be liable for any damage caused in undertaking the works. I understand that as a commercial property I will need to supply the graffiti removal team with the correct colour paint to match my property. Please note that whilst every care will be taken, the Council cannot accept responsibility for damage caused by the cleaning process, nor guarantee complete removal.

Tick appropriate box

- I request the removal of graffiti from the address shown above and my business qualifies for category (1). I give the London Borough of Richmond upon Thames Council ("The Council") full and unconditional authorisation to remove any graffiti on my/our property from the date of signing this authorisation until terminated in writing by me. (Giving the Council this authorisation will enable us to remove any future graffiti attacks on your property without the need for written consent on each occasion). To report an attack and request removal, please telephone 08456 122 660, text 07800 002439, send an email to envprotection@richmond.gov.uk or complete the online reporting form available on the Council website www.richmond.gov.uk
- I wish to subscribe to the annual Graffiti Removal Scheme and request further details. I understand I will have to pay an annual fee for this service.
- I wish to receive a one off quotation for removal.

Signed _____ Print Name _____

Position (e.g. Owner, manager, partner) _____ Date _____

This information will be held in accordance with the Council's Personal Information Policy, a copy of which can be obtained on request by telephone on 08456 122 660, from the Council's web site at www.richmond.gov.uk, or by personal visit to the Civic Centre or your local library.

Please return completed forms to: Street Environment Enforcement, 2nd Floor Civic Centre, 44 York Street, Twickenham, TW1 3BZ