

Operational/Carer/Clergy/Teacher Parking Permit Application Form

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



- Read through this application form and Guidance Notes before completing
- Fill in **all** sections of the application form and sign it. Incomplete or unsigned applications cannot be processed
- When you have completed your application form, you can **scan and email to** parkingpermits@richmond.gov.uk; or **post to** Parking Permits, PO Box 466, Twickenham TW1 9JT
- Make sure when you apply that you include all proofs and payment.

Please allow 14 days for the delivery of your permits.

FOR OFFICE USE
Approved by
Date

About you...Please write clearly in BLOCK CAPITALS

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

Proof of current address provided...Tick one.

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

- | | |
|---|---|
| <input type="checkbox"/> Copy of a utility bill for employers address dated within 3 months | <input type="checkbox"/> Copy of the current council tax bill for employers address |
|---|---|

About your permits...

- Permit type (tick one)
- | | | |
|---|--|--|
| <input type="checkbox"/> Carer/Clergy by organisation | <input type="checkbox"/> Teacher by school | <input type="checkbox"/> Non-Carer by organisation |
|---|--|--|

- Reason (tick to confirm)
- You must provide a signed and dated letter from your employer/head teacher confirming
- that you are employed by them
 - the nature of your role, and that the permit is necessary for you to carry out your duties
 - in the case of Teachers permits, that your school has an Approved Travel Plan.

Start date	Month	Year

Community parking zone	<input type="checkbox"/> A1	<input type="checkbox"/> ES	<input type="checkbox"/> M	<input type="checkbox"/> X
	<input type="checkbox"/> A2	<input type="checkbox"/> F	<input type="checkbox"/> M1	<input type="checkbox"/> X1
	<input type="checkbox"/> A3	<input type="checkbox"/> G	<input type="checkbox"/> N	<input type="checkbox"/> Z1
	<input type="checkbox"/> B	<input type="checkbox"/> H	<input type="checkbox"/> S	<input type="checkbox"/> Z2
	<input type="checkbox"/> B1	<input type="checkbox"/> HM	<input type="checkbox"/> S1	<input type="checkbox"/> Z3
	<input type="checkbox"/> C	<input type="checkbox"/> J	<input type="checkbox"/> S2	<input type="checkbox"/> Z4
	<input type="checkbox"/> CB	<input type="checkbox"/> KA	<input type="checkbox"/> S3	<input type="checkbox"/> Z5
	<input type="checkbox"/> D	<input type="checkbox"/> KB	<input type="checkbox"/> T	
	<input type="checkbox"/> E	<input type="checkbox"/> KC	<input type="checkbox"/> T1	
				<input type="checkbox"/> ALL

PLEASE TURN OVER

About your permits continued...

- Second and 3+ current permits are charged at approximately 1 ½ and 2 times the first permit respectively
- Permits are available free of charge for Band A vehicles, i.e. those first registered on or after 01/03/2001 with engine CO2 emissions of 100g/Km or less.

Transferable permit(s)...

Complete this section if you want permits displaying your **ORGANISATION NAME** which can be used on **ANY** vehicle.

I'm applying for (0 or 1)

First current permit for my organisation

I'm applying for (0 or 1)

Second current permit(s) for my organisation

I'm applying for (number)

3+ current permit(s) for my organisation

I'm applying for (number)

Free Band A vehicle current permit(s) for my organisation

...or vehicle specific permit(s)...

Complete this section if you want permits displaying the **VEHICLE REGISTRATION** to be used **ONLY** on that vehicle.

I'm applying for (0 or 1)

first current permit for my organisation, for the following vehicle

Vehicle details

Registration	Make	Colour

I'm applying for (0 or 1)

second current permit for my organisation, for the following vehicle

Vehicle details

Registration	Make	Colour

I'm applying for (number)

3+ current permit(s) for my organisation, for the following vehicle(s)
[Continue on additional sheets if necessary]

Vehicle details

Registration	Make	Colour

I'm applying for (number)

Free Band A vehicle current permit(s) for my organisation, for the following vehicle(s) [Continue on additional sheets if necessary]

Vehicle details

Registration	Make	Colour	Date First Registered	Engine CO2 Emissions
				g/Km
				g/Km

Proofs provided (tick to confirm)

You must provide copies of vehicle registration documents for ALL vehicle specific permits.

Copies of proof of the date of first registration and engine CO2 emissions must also be provided for any Band A vehicles.

PLEASE TURN OVER

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...Indicate quantity

	Band A	Clergy	Carer			Teacher/Non Carer		
			First	Second	3+	First	Second	3+
All zones	x £0	x £0	x £109	x £163	x £218	x £327	x £490	x £653
Zones A1, A2, CB (Byfeld Gardens only), H, M1, Z1, Z2, Z3, Z5	x £0	x £0	x £109	x £163	x £218	x £327	x £490	x £653
Zones A3, B, C, CB, D, F, G, HM, KC, N, S, S1, S2, T (Waldegrave Road only), T1, X	x £0	x £0	x £82.50	x £123.50	x £164	x £164	x £247	x £329
Zones B1, E, ES, J, KA, KB, M, S3, T, X1, Z4	x £0	x £0	x £48.50	x £72.60	x £97	x £97	x £145.50	x £194
TOTAL	£							

Payment Method...Tick one

- Cheque made payable to 'LBRuT'
- Postal Order made payable to 'LBRuT'
- BACS
to NatWest Bank; Sort code 60-22-03; Account 63459523; reference 'Operational Parking' and your postcode

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.

Declaration

I declare that:

- All of the information I have given on and in support of this application is correct, 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, and
- I agree to the terms detailed in the 'Operational/Carer/Clergy/Teacher Parking Permit Guidance Notes'.
- This/these permit(s) will only be used for the purpose and in the manner described in the covering letter that accompanies this application form, and I will advise the Council of any change in circumstances to those agreed.
- I understand that Operational Permits are not to be used for long-stay (over 3 hours) or unauthorised parking in a community parking zone and that the permits may be withdrawn if they are not used in accordance with the conditions of issue.

PLEASE TURN OVER

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

