

# Permit Change or Return



See [www.richmond.gov.uk/car\\_parking\\_permits](http://www.richmond.gov.uk/car_parking_permits) for the latest version

- Use this form if you need to change or return your parking permit or pay by phone account
- If returning your permit attach to your completed form and **post to** Parking Permits, PO Box 466, Twickenham TW1 9JT, otherwise you can **scan and email to** parkingpermits@richmond.gov.uk; or **fax to** 020 8891 7798
- If providing proof, only send COPIES as proofs cannot be returned
- For help or guidance completing this form, please contact the Council on **020 8891 7544**.

## 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	

## Permit/Account number(s)...

## Reason for change or return...tick all that apply

<b>Change of vehicle</b>	<input type="checkbox"/>	I have a new vehicle and my permit price was <b>not</b> based on CO2 emissions, or the new vehicle is the <b>same</b> emissions band as the old	<b>Complete Section 1</b>
	<input type="checkbox"/>	I have a new vehicle of a <b>different</b> CO2 emissions band, and my permit price was based on CO2 emissions	<b>Complete Section 2</b>
<b>Change of address</b>	<input type="checkbox"/>	My new address is in the <b>same</b> Community Parking Zone as my old address	<b>Complete Section 3</b>
	<input type="checkbox"/>	My new address is <b>not</b> in the Community Parking Zone the permit(s) were issued for	<b>Complete Section 2</b>
<b>Refund request</b>	<input type="checkbox"/>	I am no longer own/drive the vehicle for which the permit was issued	<b>Complete Section 2</b>
	<input type="checkbox"/>	I and another member of my household want to swap first/subsequent permit issue. [You must both apply for refunds and purchase new permits]	<b>Complete Section 2</b>
	<input type="checkbox"/>	The person with the first issue permit in my household no longer requires the permit and I want to become the first permit holder. [You must both return your permits, or they be expired, and purchase a new permit]	<b>Complete Section 2</b>
	<input type="checkbox"/>	I no longer need the permit	Reason: <div style="border: 1px solid black; width: 150px; height: 20px; display: inline-block;"></div>
<b>Other</b>	<input type="checkbox"/>	Lost, stolen or damaged permit	<b>Complete Section 4</b>
	<input type="checkbox"/>	Change of name	<b>Complete Section 5</b>

**PLEASE TURN OVER**

## Section 1 - Change of vehicle...you will be issued with a new permit

OLD vehicle	Registration	<input type="text"/>	Colour	<input type="text"/>
	Make	<input type="text"/>		
NEW vehicle	Registration	<input type="text"/>	Colour	<input type="text"/>
	Make	<input type="text"/>		

Proof of new vehicle ownership provided (tick to confirm)  Copy of vehicle registration document [If your name is **not** on the vehicle registration document, then you must **also** provide copies of proof that you are eligible to drive the vehicle, e.g. current insurance certificate]

Is this the first change of vehicle in the last 12 months?  **Yes** A new permit will be provided free of charge  **No** A fee of £10 is payable for the new permit. Complete **Section 6**

## Section 2 – Return of permit...you cannot continue to use your existing permit(s) and will need to return them. A refund may be payable for time remaining on your permit(s)

Confirmation (tick)  I confirm that I am no longer eligible to use my existing permit(s) and am returning them for a refund where appropriate. I understand that any refund will be less than I originally paid.

Refund bank details (Leave blank if you prefer a cheque)

Account holder name	<input type="text"/>							
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Sort code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>

Address to send cheque to if different from above

## Section 3 – Change of address...we will update our records

OLD address

NEW address

Proof of NEW address

<input type="checkbox"/>	Copy of current council tax bill	<input type="checkbox"/>	Copy of legal letter of completion (valid 3 months from move in)	<input type="checkbox"/>	Copy of utility bill (dated within 3 months)
<input type="checkbox"/>	Copy of current driving licence	<input type="checkbox"/>	Copy of tenancy agreement (valid 3 months from move in)		

## Section 4 – Lost, stolen or damaged permit...permit(s) will be reissued. There may be a charge

Details of loss or theft

PLEASE TURN OVER

Police crime reference number

If this cannot be provided a £10 administration charge will apply. Also complete **Section 6**

## Section 5 – Change of name...we will update our records

OLD name

NEW name

Proof of NEW name

Copy of my...

## Section 6 – Payment method...indicate how you will pay the £10 administration charge

**Cheque** made out to 'LBRuT'

**Postal order** made out 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.

## Declaration

I declare that:

- All the information I have given in 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.

## Signature...Must be completed by all applicants

Signature

Date

**Unsigned forms 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