



Why not apply online at [www.richmond.gov.uk/parking?](http://www.richmond.gov.uk/parking?)



## Scratch card Trader's Parking Permits Application Form

See [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking) for the latest version



- Please 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 required proofs and payment.

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

### About the trader

Please write clearly in BLOCK CAPITALS

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

### Works/Parking address

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### Permit delivery details

Leave blank if collecting

Send permits to ☐ Trader's address ☐ Works address

### Permit collection details

Leave blank for postal delivery

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

☐ Ham Library  
Ham Street, TW10 7HR

☐ Richmond Lending  
Little Green, TW9 1QL

☐ Hampton Library  
Rosehill, TW12 2AB

☐ Richmond Reference  
Old Town Hall, TW9 1QL

## Proof of works

Tick one. All proofs MUST show the address. Only send COPIES as proofs cannot be returned

☐ Copy of quote for works

☐ Letter from resident

☐ Copy of architect plans

☐ Other (specify)

## Which controlled parking zone is the works address in?

☐ A1 or A2

☐ NOT A1 or A2

## Number of permits required (maximum 30)

Permits are sold individually or in books of 10. See the Guidance Notes for permit cost and duration by zone.

## 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 permits at <b>£1.70</b> each or <b>£17</b> for a book of 10	=	£ <input type="text"/>
<input type="text"/>	x	A1/A2 permits at <b>£3.40</b> each or <b>£34</b> for a book of 10	=	£ <input type="text"/>

## Payment method

☐ **Cheque** made payable to 'LBRuT'

☐ **Postal** Order made payable to 'LBRuT'

## Use of your information statement

Under the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 2018, the London Borough of Richmond upon Thames is the 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/accounts and controlled parking zones.

The Council may share your information with other organisations (but only the minimum amount of information necessary to do the above and only where it is lawful to do so), specifically

- third parties for Penalty Charge Notice appeals and enforcement i.e., London Tribunals, the Traffic Enforcement Centre, enforcement agencies, European collection agencies,
- the police or security organisations to prevent or detect crime,
- other departments within the Council (including elected members), other local authorities, central Government departments (e.g., TfL, London Councils), statutory and judicial bodies, and
- authorised contractors (i.e., software suppliers and payment processing agents).

Application data and proofs will be stored for a period of six years from the expiry or cancellation of the latest issued/renewed parking permit.

In relation to the personal data which we may hold about you, you have the right to request to be informed, have access to, or rectify incorrect information. You also have the right to object to or restrict our processing of your data.

Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

If you would like more information about how we use your data, please read the Council's Privacy Policy online at [www.richmond.gov.uk/data\\_protection](http://www.richmond.gov.uk/data_protection). Data protection questions can be made by telephone on 020 8891 1411, by email to [dpo@richmondandwandsworth.gov.uk](mailto:dpo@richmondandwandsworth.gov.uk), or in writing to the Data Protection Officer, London Borough of Richmond upon Thames, Civic Centre, 44 York Street, Twickenham TW1 3BZ.

## Declaration

I declare that:

- All of the information 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 Traders Parking Permits Guidance Notes'.

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

- The trader ceases to work at the address shown overleaf to which the parking permits relate
- 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 pretenses, 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