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

Event Zone Resident Visitor Parking Permit Application Form

LONDON BOROUGH OF RICHMOND UPON THAMES

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

- Read through this application form and the guidance notes before completing
- Fill in **all** sections of the application form and sign it. Incomplete or unsigned applications cannot be processed
- Scan and email your completed application form and proof 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.
- **Allow 14 days for the delivery of your permits**

Visitors' permits are issued to provide residents with a parking facility for their genuine visitors which otherwise would not exist. Abuse of this provision may lead to the withdrawal of any permits issued and the loss of the facility to obtain further permits.

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	

Proof of current address

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

- ☐ Current council tax bill
- ☐ Legal letter of completion (Valid 3 months from move in)
- ☐ Utility bill (dated within 3 months)
- ☐ Current driving licence
- ☐ Tenancy agreement (Valid 3 months from move in)

Zone

Tick one

- ☐ Twickenham event zone (R)
- ☐ North Kew event zone (KC)

About your permit(s)

Tick one

Number of permits

- ☐ One
- ☐ Two

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. Data protection questions can be made by telephone on 020 8891 1411, by email to 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:

- I will only issue my permits to bona fide visitors to me at my property, and
- 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 'Event Zone Resident Visitor Permit Guidance Notes'.

I understand I will have to return my visitor permit(s) to the Council if

- I am issued a replacement permit, or
- I cease to be a resident at my current address, or
- The Council withdraws the permit 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 this form in Braille, large print, audio tape or in another language, please call 020 8891 1411 or textphone on 020 8831 6001