

# Operational/Carer/Clergy/Teacher Parking Permit Application Form

See [www.richmond.gov.uk/parking](http://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](mailto: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

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

☐

Copy of a utility bill for employer's address dated within 3 months

☐

Copy of the current council tax bill for employer's address

## About your permits

- Second and 3+ current permits are charged at approximately 1 ½ and 2 times the first permit respectively.

**Permit type  
(Tick one)**

☐

Carer/Clergy by organisation

☐

Teacher by school

☐

Non-Carer by organisation

**Reason  
(Tick to confirm)**

☐

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

**Controlled parking zone**

<input type="checkbox"/>	Multi-Zone
<input type="checkbox"/>	A1
<input type="checkbox"/>	A2
<input type="checkbox"/>	A3
<input type="checkbox"/>	B
<input type="checkbox"/>	B1

<input type="checkbox"/>	ES
<input type="checkbox"/>	ES1
<input type="checkbox"/>	F
<input type="checkbox"/>	FW
<input type="checkbox"/>	G
<input type="checkbox"/>	H

<input type="checkbox"/>	N
<input type="checkbox"/>	S
<input type="checkbox"/>	S1
<input type="checkbox"/>	S2
<input type="checkbox"/>	S3
<input type="checkbox"/>	SH

<input type="checkbox"/>	X1
<input type="checkbox"/>	WR
<input type="checkbox"/>	T1
<input type="checkbox"/>	T2
<input type="checkbox"/>	WS
<input type="checkbox"/>	X

<input type="text"/>	B2	<input type="text"/>	HM	<input type="text"/>	SH/WT	<input type="text"/>	WT
<input type="text"/>	C	<input type="text"/>	J	<input type="text"/>	T	<input type="text"/>	Z1
<input type="text"/>	CB	<input type="text"/>	KA	<input type="text"/>	T (part Bridgeman Road, Cedar Road, Christchurch Avenue, part High Street & part Station Road)		
<input type="text"/>	CB (Byfeld Gardens)	<input type="text"/>	KB	<input type="text"/>	T3	<input type="text"/>	Z2
<input type="text"/>	CR	<input type="text"/>	KC	<input type="text"/>	T4	<input type="text"/>	Z3
<input type="text"/>	D	<input type="text"/>	KS	<input type="text"/>	T5	<input type="text"/>	Z4
<input type="text"/>	E	<input type="text"/>	M	<input type="text"/>	T6	<input type="text"/>	Z5
<input type="text"/>	E (part Popes Grove)	<input type="text"/>	M1	<input type="text"/>	WC		

Transferable permits

Permits displaying your ORGANISATION NAME which can be used on ANY vehicle.

I'm applying for

<input type="text"/>	(0 or 1) <b>First</b> permit
<input type="text"/>	(0 or 1) <b>Second</b> permit
<input type="text"/>	(number) <b>3+</b> permits

Vehicle specific permits

Permits displaying the VEHICLE REGISTRATION to be used ONLY on that vehicle.

I'm applying for

<input type="text"/>	(0 or 1) <b>First</b> permit	<table><tr><th>Registration</th><th>Make</th><th>Colour</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Registration	Make	Colour	<input type="text"/>	<input type="text"/>	<input type="text"/>												
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<input type="text"/>	(0 or 1) <b>Second</b> permit	<table><tr><th>Registration</th><th>Make</th><th>Colour</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Registration	Make	Colour	<input type="text"/>	<input type="text"/>	<input type="text"/>												
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<input type="text"/>	(number) <b>3+</b> permits	<table><tr><th>Registration</th><th>Make</th><th>Colour</th></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table>	Registration	Make	Colour	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Continue on additional sheets if necessary

<b>Proofs provided (Tick to confirm)</b>	<input type="checkbox"/>	You must provide copies of vehicle registration documents for ALL vehicle specific permits.
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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.

Indicate quantity:

Zone	Clergy	Carer		
		First permit	Second permit	3+ permit
Multi-Zone	Free	£148.20	£211.20	£296.40
A1, A2, CB (Byfeld Gardens), H, KS, M1, T (Part Bridgeman Road, Cedar Road, Christchurch Avenue, part High Street & part Station Road), Z1, Z2, Z3, Z5,	Free	£148.20	£211.20	£296.40
A3, B, C, CB, CR, D, E (part Popes Grove), F, FW, G, HM, KC, N, S, S1, S2, SH, SH/WT, T1, T5, WR, WT, X	Free	£112.30	£160.10	£223.00
B1, B2, E, ES, ES1, J, KA, KB, M, S3, T, T2, T3, T4, T6, WC, WS, X1, Z4	Free	£66.00	£94.20	£131.90

Zone	Teacher / Non-Carer		
	First permit	Second permit	3+ permit
Multi-Zone	£444.70	£666.40	£888.00
A1, A2, CB (Byfeld Gardens), H, KS, M1, T (Part Bridgeman Road, Cedar Road, Christchurch Avenue, part High Street & part Station Road), Z1, Z2, Z3, Z5,	£444.70	£666.40	£888.00
A3, B, C, CB, CR, D, E (part Popes Grove), F, FW, G, HM, KC, N, S, S1, S2, SH, SH/WT, T1, T5, WR, WT, X	£223.00	£336.00	£447.40
B1, B2, E, ES, ES1, J, KA, KB, M, S3, T, T2, T3, T4, T6, WC, WS, X1, Z4	£131.90	£197.90	£263.80

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 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 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 unauthorised parking in a controlled parking zone and that the permits may be withdrawn if they are not used in accordance with the conditions of issue.

Signature

Must be completed by all applicants

Signature	<div></div>	Date	<div></div>	Unsigned applications will not be processed.
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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