



Scratch card Trader's Parking Permits Application Form



LONDON BOROUGH OF RICHMOND UPON THAMES

See 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				
Permit delivery details Leave blank if collecting				

Send	permits to	

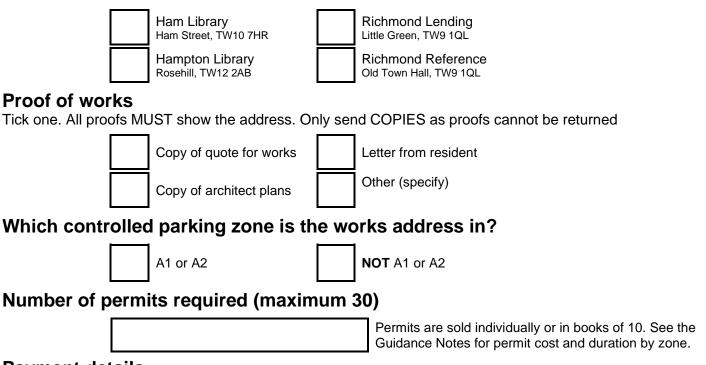
Trader's address

Works address

Leave blank for postal delivery	

Permit collection details

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 The Civic Centre Hampton Hill Library Teddington Library 68 High Street, TW12 1NY Waldegrave Road, TW11 8NY from 44 York Street, TW1 3BZ Hampton Wick Library Castelnau Library Twickenham Library 75 Castelnau, SW13 9RT Garfield Road, TW1 3JT Bennet Close, KT1 4AT Whitton Library East Sheen Library Kew Library 141 Nelson Road, TW2 7BB Sheen Lane Centre, SW14 8LP 106 North Road, TW9 4HJ



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.

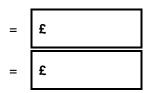
Amount

Complete one row



non-A1/A2 permits at £1.65 each or £16.50 for a book of 10

A1/A2 permits at £3.30 each or £33 for a book of 10



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. 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:

- 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.
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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