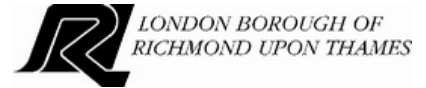


# Event Zone Business visitor parking permit application form

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



- Read through this form and the guidance notes before completing
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- To submit your 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
- When you apply, ensure you include all proofs.

For help or advice call 020 8891 1411. Allow 14 days for delivery of your permit(s).

## About you

Please write clearly in BLOCK CAPITALS

<b>Title</b>	Mr / Mrs / Miss / Ms / Other (please specify):
<b>Forename(s)</b>	
<b>Surname</b>	
<b>Business name</b>	
<b>Business address</b>	
<b>Telephone no.</b>	
<b>Email address</b>	

## Zone

Tick one

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

## Proof of current address provided

ALL must be provided and must show the address. Only send COPIES as proofs cannot be returned

Utility bill for the business address dated within 3 months

Business rates bill for the current year

A signed letter on company headed paper stating that the company operates as a business from that address.

## Number of permits

Maximum of 2 current permits allowed per business

1 permit       2 permits

## 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
- 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 'Event Zone Business Visitor Parking Permits Guidance Notes'.

I understand I will cease to be eligible for business visitor parking and will notify the Council if

- I cease to be a business user as defined in the appropriate Order
- Upon the issue to me of a replacement permit
- 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 this form in Braille, large print, audio tape or in another language, please call 020 8891 1411 or textphone on 020 8831 6001