

# Parking Permit Change of Vehicle

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

- Use this form to update your permit **UNLESS** you have a discounted permit, i.e. issued to a Band A vehicle and starting before 1<sup>st</sup> July 2025.
- Fill in **all** sections of the form and sign it. Incomplete or unsigned forms cannot be processed
- When you have completed your form post it to Parking Permits, PO Box 466, Twickenham TW1 9JT
- Include all required proofs, your **current permit** and £20 administration fee payment (if you have previously changed vehicle within the last 12 months)
- You may use the tear-off slip on your permit letter to park for 7 days where your permit would otherwise be valid
- Please allow 14 days for the delivery of your permit.

If you have any problems or queries making your application, please call **020 8891 1411** for assistance.

**ATTACH PERMIT HERE**

## 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	

## About your OLD vehicle

Registration		Colour	
Make			

## About your NEW vehicle

Registration		Colour	
Make			

## Proof of vehicle ownership

Tick to confirm where applicable

Vehicle registration document

(If your name is **not** on the vehicle registration document, then you must **also** provide proof that you are eligible to drive the vehicle, e.g., current insurance certificate)

## Payment method...Tick one. If paying £20 administration fee

Cheque  
(Make out to 'LBRuT')

Credit/Debit card

Daytime telephone number  
(Staff will contact you for  
your card details)

## 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 the information I have given in and in support of this application is correct, and
- I am still eligible for this permit as per the relevant permit type Guidance Notes (available online at [www.richmond.gov.uk/parking](http://www.richmond.gov.uk/parking)), 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.

## 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