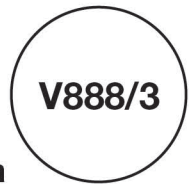




Request for information for those who issue a parking charge notice

Please read the notes over the page before you fill in this form

For more information go to www.gov.uk/request-information-from-dvla



Use BLACK INK and CAPITAL LETTERS when filling in this form.

1 Information you can request (see note B over the page)

You can only request the name and address of the registered keeper of a vehicle at a specific date – **the fee is £2.50.**

You can also make a request for more than one vehicle. The fee is £2.50 per vehicle. See note B over the page for how to do this.

2 Company details and résumé (see note B over the page)

Put 'X' in **one** box only.

I am the landowner and I run a parking charge scheme

or

I am an agent who runs a parking charge scheme acting with consent of the landowner

Company name: _____

Other trading name(s) (if applicable): _____

Address (not PO Box address): _____

Postcode: _____

Contact phone number (in case we need to get in touch with you): _____

Email address: _____

Please supply a valid email address as we may need to contact you.

Date company was established: MM YYYY

Type of company: _____

Name of regulatory body or ATA: _____

Data protection registration number: Expiry date: DD MM YY

Companies house number (if applicable): _____

Your reference number (if applicable): _____

3 Details of the vehicle you want information about (see note B over the page)

Vehicle Registration Number: _____

Make and Model: _____

4 Why do you want the information? (see note B over the page)

Please continue on a separate sheet if necessary.

5 How are you going to use the information? (see note B over the page)

Please continue on a separate sheet if necessary.

6 Details to support your request (see note B over the page)

Date of incident: DD MM YYYY

Location of incident (including postal address) _____

Please note if you are chasing up a parking charge notice, you will need to wait 29 days after the date of the incident before you apply. We will not accept applications where the date of incident is over 6 months old. Please could you ensure the location stated above corresponds with the location on your agreement.

7 Declaration

I declare that the information given is correct to the best of my knowledge. I will not use the information that I am given for any other purpose than that stated in section 5 and I will not pass the information on to any third parties for parking related debt assignment. I am aware that it is an offence to unlawfully obtain personal data which is contrary to data protection laws. The penalties for these offences are fines issued in the Magistrates Court or Crown Court.

I am aware that I am legally obliged to handle and dispose of any information provided to me by DVLA in line with the principles of data protection laws.

Title: Mr Mrs Miss Ms

Full name: _____

Position in company: _____

Signature: _____ Date: _____

A Important information

- It is an offence to unlawfully obtain personal data which is contrary to data protection laws. The penalties for these offences are fines issued in the Magistrates Court or Crown Court.
- We will check to make sure the information you have provided is correct.
- You will need to give us, or an agent acting on our behalf, access to your company's operational areas to check how you process our information.
- We will need to check your files and records to make sure you only use the information for the purposes you requested it.
- We will provide the registered keeper of the vehicle in section 3 with a copy of this request if they ask for it.

B How to fill in the form

Section 1 – Information you can request

Multiple requests

- You can make a request for information for more than one vehicle if the reason you give in sections 4 and 5 and the location given in section 6 are the same for all vehicles.
- You do not need to fill in section 3 or the date of incident in section 6.
- You can send a list of up to 15 vehicles per sheet with this form, on company headed paper.
- For each vehicle, you must give us the vehicle registration number, the make and model, the date of incident and your reference number.

Note: If you make frequent requests for information you should consider using the electronic service in future. For more information email kadoc-interest@dvla.gov.uk

Section 2 – Company details and résumé

Give all the details asked for. Please supply a valid email address (we may need to contact you for more information). You must provide us with evidence that you are running a parking charge scheme.

We need written confirmation:

- that you own the land that the parking charge scheme is on, or
- from the landowner that you are acting with their consent (if you are an agent);
- that signs are clearly visible and comply with the ATA code of practice.

Type of company

You must tell us what type of operations you run, for example, car parking scheme on private land.

All companies that issue charge notices for parking contraventions or trespass on private land must be a member of an Accredited Trade Association (ATA) to request information.

Section 3 – Details of the vehicle you want information about

- Give all the details asked for; if you cannot give all these details, we may not be able to process your request.
- You do not need to fill in this section if you are making multiple requests – see note B, section 1 for information about multiple requests.

Section 4 – Why do you want the information?

- You need to describe the situation that has led you to want the name and address of the registered keeper of the vehicle in section 3, and how their vehicle was directly involved in the situation.
- If you make a request for information on more than one vehicle, the information you give in this section must apply to every vehicle.
- You can continue on a separate sheet if you need to.

You must retain evidence to support your enquiry for two years from the date of enquiry for auditing purposes. All personal data from DVLA must be deleted once you have finished with it.

Section 5 – How are you going to use the information?

- We need you to give us as much detail as you can about how you are going to use the information.
- If you request information on more than one vehicle, the information you give here must apply to every vehicle.
- You can continue on a separate sheet if you need to.
- You should only use our information in a fair and responsible way and for the purpose you requested it.
- You cannot pass information obtained from DVLA to third parties who are not acting on your behalf as your sub-contractor without permission from DVLA. Please write to dvldatarequest@dvla.gov.uk if you want to share information with a third party. Please note you cannot pass information obtained from DVLA to a third party company for a debt assignment arrangement (where debt or alleged debt relating to an unpaid parking charge is assigned or sold to that third party company who becomes the legal owner of such debt).

If we get a legitimate complaint or receive evidence that you have obtained, used or handled information unlawfully and in breach of the principles of the data protection laws, we can pass it on to the Information Commissioner and refuse all future requests.

Section 6 – Details to support your request

- Give all the details asked for. If you cannot give them, we may not be able to process your request.
- Do not give the date of incident in this section if you are making multiple requests – see note B, section 1 for information about multiple requests.
- If the vehicle has been involved in more than one incident you will need to make a separate request for each incident.

Section 7 – Declaration

You must sign and date the declaration; otherwise we will reject your request for information.

C How to pay and where to send your request

Cheques and postal orders should be made payable to 'DVLA, Swansea'. We cannot accept damaged or altered cheques. If you send us a damaged or altered cheque, your application will be rejected and returned to you. Please do not send cash.

Send this form with any additional documents and the appropriate fee to: DVRE, DVLA, Swansea SA99 1AJ.

D Data protection

You can find further details and the latest guidance on when we release information from our records on our website www.gov.uk/request-information-from-dvla
Keep up to date with our latest news and services at gov.uk/dvla
DVLA handles your personal data in accordance with road vehicle law and data protection laws. The law allows us to release your data to the police and other enforcement bodies. We also provide data to other parties where the law allows it. For further information about how we process your data, your rights and who to contact, see our privacy notice at www.gov.uk/dvla/privacy-policy

Buying a vehicle?

The tax is no longer transferable so you must tax it before you use it.

www.gov.uk/vehicletaxrules

