



# Request for information for those who issue a parking charge notice

V888/3

Please read the notes over the page before you fill in this form  
For more information go to [www.direct.gov.uk/dvladataprotection](http://www.direct.gov.uk/dvladataprotection)

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 addresses): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

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

\_\_\_\_\_

Email address: \_\_\_\_\_

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/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)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**You can only use the information you have requested in relation to the incident on the date you have given above.**

## 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. I am aware that, under Section 55 of the Data Protection Act 1998, it is an offence to unlawfully procure or sell personal information.

Title: Mr  Mrs  Miss  Ms

Full name: \_\_\_\_\_

Position in company: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



An executive agency of the  
Department for  
**Transport**

## A Important information

- We have a duty under the Data Protection Act 1998 to protect personal information.  
However, Regulation 27 of the Road Vehicles (Registration and Licensing) Regulations 2002, provides for the release of information where a person shows reasonable cause to want it.
- It is a criminal offence under Section 55 of the Data Protection Act 1998 to unlawfully procure or sell personal information. The maximum penalty is a fine not exceeding £5000.
- We will carry out the necessary checks to make sure the information you have provided is correct.
- We or an agent acting on our behalf must have access to your company's operational areas to check your processing methods. Your company must make available any files and records that we ask for so that we can make sure that the information is only used for the purposes for which it has been requested.
- The registered keeper of the vehicle in section 3 may be provided 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, as long as the reasons given 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 with this form, a list of up to 15 vehicles per sheet on company headed paper. For each vehicle you must give us the Vehicle Registration Number, make and model, the date of incident and your reference number.

If you make frequent requests for information you may want to consider doing this electronically in future. For more information go to [www.direct.gov.uk/dvlatadataprotection](http://www.direct.gov.uk/dvlatadataprotection)

### Section 2 – Company details and résumé

Give all the details asked for. 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; and
- that remote monitoring or ticketing methods are in operation and how long it takes you to issue the parking charge notice after the date of incident.

#### Type of company

You must tell us what type of company you run, for example, car parking companies, solicitors and so on. You also need to tell us if your company is local, national or international.

If you are a car parking or wheelclamping company you must be a member of an Accredited Trade Association (ATA) to request information from DVLA either electronically or by post, otherwise we will reject your request for information.

If you process or store any personal information using a computer, you **must** have a data protection registration number. For further information on how to obtain this number, you should visit the Information Commissioners website at [www.ico.gov.uk](http://www.ico.gov.uk)

### 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 a multiple request – 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 to you wanting the name and address of the registered keeper of the vehicle in section 3, and how the vehicle was directly involved in the situation.

If you are making 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 necessary.

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

To consider your request, we need as much detail as you are able to give about how you are going to use the information.

If you are making 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 necessary.

The information you ask for should only be used in a fair and responsible way and for the purpose for which it is requested.

If we get a legitimate complaint about information obtained unlawfully we will pass it to the Information Commissioner to consider prosecution. If we have evidence that information has been obtained or used inappropriately, we can refuse all future requests.

### Section 6 – Details to support your request

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 give the date of incident in this section if you are making a multiple request – 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'. Please do not send cash.

### Send this form with any additional documents and the appropriate fee to:

Fee Paying Enquiry Section  
DVLA  
Swansea  
SA99 1AJ.

## D Further information

You can find further details and the latest guidance on the release of information from our records on our website [www.direct.gov.uk/dvlatadataprotection](http://www.direct.gov.uk/dvlatadataprotection)