



# Discount registration for vehicles with nine or more seats

Please read the guidance notes before completing this form.

\* Information that must be provided

Account number (if known)

## I. About you

Title  Mr  Mrs  Ms  Miss Other

First name \*

Middle name

Last name \*

Company name (if applicable)

House number and street \*

Town/City \*

County

Postcode \*

Country

Home phone number

Work phone number

Mobile phone number

Email address

How would you like us to contact you? \*  By email  By post



## 2. Vehicle details

Please enter your vehicle details below (if vehicle is tax class 'Bus' or 'Reduced Pollution Bus', there is no need to register for the discount):

Vehicle Registration Mark  
(Number Plate) \*

Make (e.g Ford) \*

Model (e.g. Focus) \*

Number of seats \*

## 3. Documents

All photocopies that you send as proof must be clear otherwise we may ask you for more proof, which will delay your registration being processed. We will not return your proofs to you so do not send in original documents.

Please provide the following proofs - one for your vehicle and one for the seating capacity of your vehicle - please see sections below:

### Proof of Vehicle

Please tick \* the following box to show that you are providing this proof:

- An A4 photocopy of the V5C vehicle registration document (Logbook) - this is the document that is sent to you by the DVLA.

### Proof of Seating Capacity

Please tick one \* of the following to show us what you are providing as proof.

Please ensure that the proof submitted shows the seating capacity of your vehicle.

- I am providing a photocopy of my MOT certificate.

**OR**

- I am providing a photocopy of my CIF or COIF (Certificate of Initial Fitness).

**OR**

- I am providing a photocopy of my insurance certificate.

**OR**

- I am providing another proof that shows my vehicle seating capacity.

## 4. Payment details

Please note that a £10 registration payment is needed for your discount application to be completed.

**Please tick one \* of the following:**

I am enclosing a cheque/postal order for £10. Cheques/postal orders should be made payable to 'Congestion Charging London' and crossed 'account payee'

**OR**

I authorise you to charge my credit or debit card with £10 for registration

Visa

MasterCard

Maestro

Delta

Amex/Diners

**Name on card \***

**Card number \***

Valid from

MM/YY

**Expiry date \***

MM/YY

Maestro issue  
number

**By signing section 5 of this form I authorise payment by the credit or debit card details above.**

**Please continue to pay the full daily charge until you receive your discount registration approval.**



## 5. Declaration

Please read the following declaration very carefully and then sign and date where indicated to confirm that you have read and understood it. If you do not sign and date this declaration your application will be rejected.

By signing this form, I certify that I fully understand the criteria for eligibility for this discount as set out in the guidance notes. The details given on this form are to the best of my knowledge true and correct, and also that I understand that filing a false declaration knowingly and wilfully is a criminal offence for which I may be prosecuted.

In accordance with the requirements of the Greater London (Central Zone) Congestion Charging Order 2004, as varied, I undertake to notify TfL of any changes in my personal circumstances that may affect the validity of my entitlement to the discount.

By signing this form, I confirm that I am aware of the data collection information provided in the guidance notes on this form. I confirm that I consent to the processing (including use, disclosure and if I have ticked the opt in box, the marketing purposes specified in the marketing notice) of the personal data that I have provided (including, if applicable, sensitive personal data), for the purposes specified in the guidance notes on this form. Where TfL requires verification from a third party (relevant third parties are listed in the guidance notes), I request that the appropriate third party provide TfL with the information required to verify that the information I have supplied on this form is correct. I understand that TfL needs to identify possible fraudulent use of discounts. I accept that this may include on-street and residential checks, and the analysis of the movements of randomly selected vehicles in the Congestion Charging zone. I agree that if I have applied for a discount to which I am not entitled TfL may disclose relevant details to Local Authorities and Law Enforcement agencies.

I understand that I am not entitled to use the discount until I have received written confirmation from TfL that the discount is active. If I travel into the Congestion Charging zone before I have been issued with discount status, and do not pay the daily Congestion Charge, I will be issued Penalty Charge Notices for which I will be liable.

I understand and accept that Authorised Officers working on behalf of TfL may ask to inspect my vehicle before or after issue of this discount to confirm I have given the correct information. If I refuse I understand that TfL may not issue the discount or the discount may be withdrawn.

**Signature \***

**Date \***

   DD/MM/YYYY

### Marketing notice

Transport for London (TfL) would like to update you on its transport related products and services including Congestion Charging and other transport related issues. Updates may reflect the TfL products and services you have used before and may be by post, email, telephone or text message to your mobile telephone. TfL will not disclose your details to third parties for marketing purposes.

Tick this box if you want to receive these updates.

### Customer satisfaction survey

Tick this box if you are happy for us to contact you to take part in a customer satisfaction survey.



## Finally

**Please send this form with the documentation requested and the £10 registration payment to:**

**Congestion Charging, P O Box 4780, Worthing, BN11 9PQ**

Once submitted, please allow 10 working days to process your application for this discount.

Should your application be successful you will be sent a discount registration approval letter. If your discount application is rejected you will be sent a letter explaining the reason for this decision.

**Please continue to pay the full daily charge until you receive your discount registration approval.**





## Discount for vehicles with nine or more seats notes

Notes to help you fill in this form.

This form has been sent to you so that you can register or renew your registration for a vehicle with nine or more seats for the 100% discount from Congestion Charging. The cost of registration is £10 per year.

It is important that you read these notes carefully before you fill in the form.

### How Congestion Charging works

If you drive or park on a public road in the Congestion Charging Zone between 7.00am and 6.00pm, **Monday - Friday**, you have to pay the daily charge. This doesn't apply if you're exempt from the charge, or have registered for a 100% discount.

### Exclusions

You don't have to pay the charge on:

- Bank Holidays and weekends.
- All charging days between Christmas Day the 25th December and New Years Day 1st January (inclusive).

### When should you pay?

If you pay before the date you wish to travel or on the day of travel itself, the charge is £10.00.

You can also pay before midnight the **following charging day**, when the charge is £12.00. This is known as Pay Next Day.

This means that if you travelled in the zone on a Friday you have until midnight on the Monday to pay the charge.

If you don't pay the Congestion Charge, a Penalty Charge Notice for £130.00 is sent to the Registered Keeper of the vehicle. This is reduced to £65.00 if it's paid within 14 days.

### Who qualifies for a discount?

Drivers of public carriage vehicles and buses and coaches with nine or more seats which are licensed with the Driver and Vehicle Licensing Agency (DVLA) as either in tax class 'Bus' or 'Reduced Pollution Bus' do not have to pay the Congestion Charge.

However, if vehicles with nine or more seats (including the driver's seat) are registered with the DVLA in tax classes other than the above, or registered with the vehicle licensing agency in Northern Ireland, the owner of the vehicle will need to register with us to qualify for the 100% discount from the Congestion Charge.

Examples of the types of vehicles that would qualify for this discount are work buses, community service buses and private hire mini buses.

### Registration

To receive the 100% discount from Congestion Charging you must register every year by filling in this form. Your registration lasts for one year. You will be reminded and invited to renew your registration before your discount registration expires.

If you want to register more than one vehicle, you will need to send in a registration form and A4 photocopies of the relevant documents (see below) for each vehicle.



## How to fill in this form

Please fill in the form giving all the information we ask for. Please make sure that you sign and date the form, or your registration will be rejected.

## Documents we need to see when you register

You will need to provide the following document with your registration form:

- A V5C - please send an A4 photocopy of of the V5C with this registration form. The V5C document is the vehicle registration document (Logbook) that the DVLA sends you. If you are from outside of the UK, please send a copy of your vehicle registration document issued by your vehicle licensing agency.

### And

- You will also need to submit a proof which clearly shows the number of seats your vehicle has.

### And

- Remember to enclose the £10 Registration Charge.

**NOTE** - If we cannot work out whether you are entitled to a discount from the documents you provide, we may ask you for more proof that the vehicle meets the conditions set out in the 'Who qualifies for a discount?' section on the front of this form.

All the photocopies you send us as proof must be clear. We will not return your proofs to you so please do not send original documents.

## How to register

Fill in this form and send it with your relevant registration documents and your £10 registration charge to:

**Congestion Charging**  
**P O Box 4780**  
**Worthing**  
**BN11 9PQ**

Make your cheque or postal orders payable to 'Congestion Charging London'.

Please allow 10 working days for your cheque to clear with your bank. If your bank returns your payment as unpaid, your registration will not be valid and you will have to pay the Congestion Charge at the full daily rate if you drive in the Congestion Charging zone.

You can also pay by credit or debit card by giving your card details in section 4. Do not send cash through the post.

## What happens next?

Please allow 10 working days for us to process your discount registration. If your registration is successful, we will send you notification via your chosen communication channel telling you that you are entitled to a discount.

**Until you receive that notification you will have to pay the Congestion Charge at the standard daily rate if you are driving in the Congestion Charge zone.**

## Further information

If you need more information on Congestion Charging, you can visit our website at **cclondon.com** or phone us on 0845 900 1234. If you are calling from outside the UK, please dial (+44) 207 649 9122.

If you have hearing difficulties and use text phone, please dial 0207 649 9123.

## Caution

The discount available through this registration process is valid for vehicles with nine or more seats as identified in the 'Who qualifies for a discount?' section on the front of this form. TfL take fraud and misuse of all discounts very seriously and will be carrying out verification of the information supplied including on-street inspections and checks.



## Data Collection Notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, customer research and fraud prevention.

Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

