

Registering for an Alternative Fuel discount

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 the Alternative Fuel 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 a vehicle on public roads in the Congestion Charging zone between 7am and 6.30pm, **Monday to Friday** you must pay the daily Congestion Charge unless you are exempt from the charge or you are entitled to a discount.

If you do not pay the Congestion Charge we will send a Penalty Charge Notice of £100 to the registered keeper of the vehicle.

As with parking penalties, this is reduced to £50 if you pay within 14 days.

When does the charge not apply?

The charge does not apply on the following days.

- Bank holidays.
- The first three charging days that follow the 26th December each year (these do not need to be three days in a row).

You can pay the Congestion Charge beforehand, on the day of travel or the following charging day.

The charge is £8 if you pay by midnight on the day of travel or £10 if you pay by midnight the following charging day (you can pay the following charging day via the call centre and website only).

If you do not pay the Congestion Charge we will send a Penalty Charge Notice of £100 to the registered keeper of the vehicle. As with parking penalties, this is reduced to £50 if paid within 14 days.

Who qualifies for a discount?

To qualify for the Alternative Fuel discount from Congestion Charging, your vehicle must be powered by an alternative fuel, bi fuel or dual fuel and not solely by petrol or diesel.

NOTE - Alternative Fuel vehicles are subject to strict emissions criteria, which is set out below.

This means that **NOT** all alternative fuel vehicles are eligible for the 100% discount from Congestion Charging.

Transport for London follows emissions guidelines produced by the Energy Savings Trust.

The TransportEnergy Powershift Register and the TransportEnergy CleanUp Register, held by the Energy Savings Trust, show the emissions levels achieved by different types of vehicles and the different types of conversion equipment, and whether they meet the criteria for the 100% Congestion Charging discount.

To be eligible, a vehicle must have either been manufactured to run on alternative fuel, or it may have been converted to run on an alternative fuel. The vehicle type and the conversion supplier or vehicle supplier must be listed in the appropriate band on the TransportEnergy Powershift Register, or listed as meeting an equivalent standard on the TransportEnergy CleanUp Register.

To be eligible for the discount your vehicle must fall into one of the following categories:

Heavy Vehicles Over 3500kgs

The minimum requirement for heavy vehicles (over 3500kgs revenue weight) to receive this discount is to meet the band 2 criteria on the TransportEnergy PowerShift Register. This means that the vehicle must meet Euro III standards or cleaner for emissions of carbon monoxide, oxides of nitrogen, particulate matter, methane and non-methane hydrocarbons.

A goods vehicle over 3500kgs revenue weight which is listed as an approved vehicle type in band 2, 3 or 4 of the TransportEnergy PowerShift Register, and supplied or converted by an approved supplier or listed as meeting an equivalent emissions standard in the TransportEnergy CleanUp Register.

OR

Light Vehicles Under 3500kgs

The minimum requirement for light vehicles (under 3500kgs revenue weight) to receive this discount is to meet the band 4 criteria on the TransportEnergy PowerShift Register. This means that the vehicle must have oxides of nitrogen and hydrocarbon emissions at least 40% cleaner than the Euro IV standard. A vehicle which is listed as an approved vehicle type in band 4 of the TransportEnergy PowerShift Register, and supplied or converted by an approved supplier or is listed as meeting an equivalent emissions standard in the TransportEnergy CleanUp Register.

NOTE - The standards are determined by the Energy Savings Trust, and could become stricter in the future as the technology for low emission vehicles improves.

Check if your vehicle meets the standard

It is simple to find out whether a vehicle, or a conversion to reduce emissions on an old vehicle, meets the criteria.

Vehicles and suppliers can be looked up on the TransportEnergy PowerShift Register or the TransportEnergy CleanUp Register, the registers are available at www.powershift.org.uk and www.cleanup.org.uk. Anybody with an alternative fuel vehicle, or considering a conversion is strongly recommended to check these registers.

Alternative fuel vehicles from other countries with the EEA, are also eligible for the discount if they meet the required standards, as defined by an organisation equivalent to the Energy Savings Trust, in the European Economic Area.

How to fill in this form

Please fill in the form in BLOCK CAPITALS using (black) ink. Please give all the information we ask for. Please make sure that you sign and date the form, or we will return it to you.

Documents we need to see when you register

You will need to provide the following documents with your registration form

- A V5C - please send A4 photocopies of pages 1 and 2 of the V5C. The V5C document is the vehicle registration document that the Driver and Vehicle Licensing Agency (DVLA) sends you.

AND

- A photocopy of your conformity certificate that certifies the vehicle make, model, engine, type of conversion equipment fitted, emissions band and the TransportEnergy approved garage, installer or main dealer.

NOTE - All the photocopies you send us as proof must be clear otherwise we may ask you for more proof. We will not return your proofs to you so please do not send original documents.

Conformity Certificates

These can be obtained from the manufacturer of your vehicle or, in the case of vehicles converted retrospectively, from the approved garage/installer who carried out the conversion.

How to register

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

Congestion Charging
PO Box 2982
Coventry
CV7 8WR

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 5. Do not send cash through the post. We cannot refund discount registration charges.

What happens next?

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

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

Discounted vehicles on fleet accounts

You can also register vehicles that qualify for 100% discount on a London Congestion Charge fleet account. The minimum number of vehicles (which is ten) on a fleet account can be made up of chargeable and discounted vehicles. If you don't have a London Congestion Charging fleet account but have the minimum number of vehicles to qualify for the fleet automated scheme you can apply for a fleet account on-line subject to terms and conditions. Log on to www.cclondon.com/businessandfleet.shtml or phone 020 7649 9860 for further details.

Further information

If you need more information on Congestion Charging, you can visit our website at www.cclondon.com or phone us on 0845 900 1234. If you are calling from outside the UK, please dial (+44) 20 7649 9122. If you have hearing difficulties and use minicom, please dial 020 7649 9123.

Caution

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. Do not complete this form unless you are eligible to qualify for the 100% discount from Congestion Charging **TfL will prosecute those found committing fraud.**

Data protection statement

Transport for London and its agents will process your information for the operation of the Congestion Charge scheme. Processing will include the use of cameras to record data.

Your information may be disclosed to or requested from the Driver and Vehicle Licensing Agency (DVLA), local authorities, law enforcement agencies and other organisations for the administration (including verification of discount entitlement) and enforcement of the scheme, 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 Congestion Charges due or attempt to defraud the scheme, TfL may record your vehicle's movements and may disclose relevant details to local authorities and or law enforcement agencies, to assist in tracing persistent evaders and those committing fraud.

5 To Register

All photocopies you send, as proof must be clear otherwise we may ask for more proof, which will delay your registration being processed.

We will not return your proofs, so please do not send original documents.

Please allow 10 working days for your discount registration form to be processed.

Please tick the following boxes to show us that you are providing the proofs and payment required -

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

AND

A photocopy of the documentation that certifies the vehicle make, model, engine, type of conversion equipment fitted, emissions band and details of the garage, installer or main dealer - this document is referred to as a Conformity Certificate. New vehicles converted at manufacture should supply a copy of the purchase invoice.

PLEASE NOTE THAT A £10 REGISTRATION PAYMENT IS REQUIRED.

**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.

Visa **MasterCard** **Switch** **Delta** **Amex/Diners**

Card Number

Start Date

Expiry Date

Switch Issue Number

Name on Card

Note - Please continue to pay the daily Congestion Charge until you have received a discount registration approval letter.

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 mail, email, and telephone or text message to your mobile telephone. TfL will NOT disclose your details to third parties for marketing purposes.

If you do not want to receive these updates please tick this box

6 Declaration

Please read the following declaration very carefully and **Tick the Box** where indicated to confirm that you have read and understood it. If you do not tick each box and/or sign and date this declaration then 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 Scheme Order 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 protection information provided in the guidance notes on this form. I confirm that I consent to the processing (including use, disclosure and unless I have ticked the opt out 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.

TICK ✓

I confirm that I have read and that I understand the above declaration.

Signature

Date

Please send this form with the documentation requested and the **£10** registration payment to: **Congestion Charging, PO Box 2982, Coventry, CV7 8WR**