

# Stage 1 and 2 combined parking consultation

# **Rowley Gardens**

# **Accessibility statement**

If you require this document in a different format, please email: [] **consultparking@hackney.gov.uk** 

We will consider your request and get back to you in the next five working days.





# **Parking consultation**

# Why I am being consulted?

Due to frequent parking issues experienced by Rowley Gardens residents, the Council's Parking Service was approached by Hackney Housing with a request to implement parking controls on the estate. Prior to implementing parking controls, the Council is required to carry out a consultation with residents so that they can have their say and help the Council understand the level of support for parking controls.

Rowley Gardens estate is situated within parking Zone G and despite there being parking controls within the wider Zone G road network, the estate itself is not subject to any formal parking controls. Residents within the estate currently have a gate in place, which protects their estate parking spaces from non-estate residents. The gate is the only measure in place which prohibits commuters and other motorists from neighbouring areas taking advantage of free parking within the estate.

Estate residents have approached Hackney Housing to request parking controls. In order to formalise parking controls on this estate so that residents can park with a permit and enforcement can be carried out on non-estate residents, Parking Services will conduct a stage 1 & 2 parking consultation. The decision to combine the consultation allows the council to utilise resources and time effectively, and introduce controls much quicker should they be supported ensuring that the parking needs of residents on the estate are protected.

The stage 1 consultation requests feedback on whether residents within the estate want parking controls or not, whilst the stage 2 part of the consultation allows residents to provide feedback on the proposed parking design for the estate. The decision whether or not to proceed with parking controls will be based on the results of the stage 1 consultation and other factors the Council takes into account.

#### Parking controls on the estate will:

- Reduce parking stress caused by displacement parking from non-estate residents in nearby areas seeking free parking
- Provide parking spaces specifically for estate residents
- Reduce traffic congestion
- Improve access for deliveries, home care visits, and tradespeople
- Improve local air quality
- Improve road safety.

The Council has policies and guidance about how it manages parking in the borough which is set out in its Parking and Enforcement Plan (PEP) 2022–27. The PEP sets out a 'hierarchy of parking needs' organised by different types of road users; for example priority is given to disabled drivers, residents and business, over visitors and commuters.

Please see the enclosed map which identifies the area being consulted and the proposed parking design.

# **Operational hours**

The Council's current approach to parking controls within estates is to implement 24-hour parking controls. This ensures parking spaces within the estate are reserved at all times for the use of estate residents and their visitors. Should parking controls be recommended for Chatsworth Estate, the existing gate system will be removed. For this reason, if the consultation shows support for parking controls, then Parking Services will implement 24-hour parking controls on the estate. It is important to ensure the operational hours within the estate are future proof and address any possible parking stress issues caused by commuters and non-estate residents who want to avoid parking controls in wider zone G.

# Parking design

The Stage 2 design consultation assists us in determining the parking design (the layout and position of parking bays) within your estate. The process involves allocating spaces according to demand and need. It takes into account the impact of parking controls on local residents and where relevant the business community.

In a parking zone (PZ) all kerbside space is controlled either by yellow lines or by parking places. PZs help the Council to prioritise parking spaces according to need. The most common example is providing resident-only parking to protect local residents' parking needs from the non-local parking demands of commuters and visitors. This makes it easier for residents to park conveniently and as close as possible to their homes.

As part of the consultation, a user-friendly map showing a proposed design (the layout and position of parking bays) for Rowley Gardens has been provided. Parking bays have been provisionally located where the road or parking area is safe and wide enough to do so. In all other areas we would install double yellow lines (no waiting loading restrictions) to improve road safety, traffic flow, and provide protection for access within the estate. Double yellow lines would also be installed over driveways, access points and at junctions to improve visibility for both pedestrians and motorists.

We would like to hear your views on the proposed parking design for your estate. You can express your opinion on the enclosed consultation questionnaire.

# Sustainable transport

Parking Services is committed to supporting the development and implementation of sustainable transport initiatives, which will improve air quality and public health, reduce the need to travel by private car, increase social inclusion and economic activity in the borough. The Parking and Enforcement Plan 2022–27 has placed a great importance on the need for a greener and cleaner borough.

Within the wider borough, the Council has implemented various sustainable transport initiatives ranging from electric vehicle charging points, car clubs, bicycle sharing schemes, parklets, School Street schemes and ultra low emission vehicle streets. To date, there have been a limited number of sustainable transport facilities introduced on estates. A number of estates contain cycle storage and hangers, one estate contains an electric vehicle charging point with two more that have the known infrastructure to install them. For a list of the locations of the sustainable transport facilities on estates please visit: **bit.ly/3SuIxi2** 

Parking Services in collaboration with the Council's Streetscene service, is keen to investigate and install, where appropriate, facilities to help estate residents adopt sustainable modes of transport, and deliver greater equality of access to sustainable transport schemes for estate residents. We are keen to hear your feedback on which sustainable transport initiatives you would like to see on your estate. Please use the consultation questionnaire to provide comments and requests.

Alternatively, you can contact the consultation team directly on **020 8356 8877** or **consultparking@hackney.gov.uk** to discuss this further.

# **Disabled bays**

As part of the design process, Parking Services reviewed the existing parking structure and layout within the estate. As there are no disabled parking bays within the estate, no disabled bays have been proposed within the parking design of the estate. However, Parking Services is aware that this does not necessarily mean there are no disabled motorists within the estate. Should Blue Badge holders within the estate require a disabled parking bay, they can let us know via the consultation questionnaire or email: **a disabledparking@hackney.gov.uk** 

Alternatively you can call **020 8356 8328** or visit the following webpage for more information: **hackney.gov.uk/parking-bays-for-disabled-drivers** 

# **Our consultation process**

Our consultation process is designed to ensure that residents are given the opportunity to have their say on proposals that are being made to their estate. The consultation will run for a period of six weeks and will follow the policies and procedures set out in our Parking and Enforcement Plan 2022–27. Please visit: **hackney.gov.uk/pep** for more information.

# To ensure that the consultation is a fair and a meaningful exercise, we follow the following principles:

- 1. Consultation takes place at a time when proposals are still at a formative stage
- 2. Sufficient reasons are given for any proposals to permit intelligent consideration and response
- 3. Adequate time is given for consideration and response; and
- 4. The consultation is conscientiously taken into account when finalising the decision.

It is important to note that the Council's consultations about parking controls are not a referendum. Your feedback as part of the consultation is extremely important to informing the Council's decision, but is one factor that is considered alongside other key considerations such as parking pressure, road safety, traffic flow and air quality, which are equally considered by the Council in reaching a decision.

# How do we make a decision?

The stage 1 & 2 combined consultation will allow all estate residents to provide their feedback on parking controls and a proposed design for the estate.

Along with consultation feedback, the Council will take into consideration other factors such as road safety, traffic flow, supply and demand for parking, and the environmental impact of parking before confirming a final design. The Council can however in appropriate circumstances make recommendations without a clear majority.

The Council by law has a duty to ensure its traffic management duties are adhered to and considered before public opinion.

The feedback we receive from residents in Rowley Gardens will be analysed and considered. We may make design changes based on the feedback received if it is feasible to do so.

All decisions will be detailed in a delegated powers decision report and will be available to the public.

# Who is included in this consultation?

Every resident within Rowley Gardens has the opportunity to have their say during this consultation.

During the consultation, we are seeking your views on:

- The introduction of parking controls
- Proposed parking design for the estate

# How can I have my say?

The easiest way to have your say is by visiting the website:

### hackney.gov.uk/parking-hys

and submitting an online questionnaire. Alternatively, you can complete the attached questionnaire and return it using the **Freepost** envelope enclosed by **Monday 8 May 2023.** 

Please ensure you familiarise yourself with our policy on consultation feedback acceptance. Our process has been thoroughly reviewed to ensure all residents within a consultation area can express authentic views on parking related matters. Our policy ensures consultation feedback is reflective of the parking needs of the consultation area and allows the Council to make recommendations based on genuine feedback.

#### The policy is as follows:

- One questionnaire per household may be submitted, either by returning the paper form, or by submitting an online response. If more than one response is received from the same household, only the first response will be considered.
- Properties registered as a House in Multiple Occupation (HMO) will receive one consultation per household, as defined by the unique property reference number
- Photocopies or bulk/multiple submissions will not be accepted
- Submissions without a full name, full address and signed declaration will not be accepted
- Email addresses are compulsory for online submissions
- Submissions received after the closing date will not be considered
- You will need your unique reference from your consultation pack to submit your online questionnaire. Without this, you will not be able to submit an online response.

# If you have not received a questionnaire, please contact us on **020 8356 8877** and a consultation pack will be sent out to you. Consultation packs will only be provided upon provision of proof of residency.

#### The Council will only accept the following proofs:

- Driving licence
- Council tax statement
- Utility bill dated in last three months
- Signed tenancy agreement
- Bank statement (current or savings account) dated in last 3 months
- Solicitor's letter confirming completion (new residents only)
- Rent book from Council or housing trust.

The deadline for this consultation is **Monday 8 May 2023.** All consultation responses both online and via post must be received by the Council by **Monday 8 May 2023.** Anything received after this date will not be considered.

If you have any comments on the proposed changes, please let us know what these are in the comments section online or in the enclosed questionnaire.

© For further information on the consultation please contact Parking Services

on **020 8356 8877** or **consultparking@hackney.gov.uk** Alternatively you can visit **hackney.gov.uk/parking** 

# What happens next?

# **Drop in sessions**

The Council will hold a drop-in session for all Rowley Gardens residents. Details will be communicated via post within the next few weeks through Hackney Housing and Parking Services.

Attendance is only for residents and registered businesses within the estate. Further information relating to the session will be available on our website at:

## 🔉 hackney.gov.uk/parking-hys

Residents and businesses who would like to discuss the consultation proposals and are not able to take part in the drop-in session, can contact the parking consultation team at:

## consultparking@hackney.gov.uk

# **Consultation closing date**

### Date: Monday 8 May 2023

Closing date of consultation and the deadline for responses to be received by the Council.

We will not accept any responses received after this date.

# **Consultation results**

## Date: June 2023

Consultation results will be made available to residents and businesses. A summary consultation pack detailing the results will be sent to all residents and businesses in the area by post and will also be available on the Hackney Council website.

If you have any questions regarding the consultation please contact Parking Services on **020 8356 8877** or email **consultparking@hackney.gov.uk** 

# **Frequently asked questions**

# What are parking controls within an estate?

Parking controls within an estate are where parking provisions are controlled. Parking bays are painted in locations to show where it is safe to park and all other kerbsides are marked with yellow lines. This helps keep the estate safe for both road users and pedestrians, and allows priority for parking to be given to disabled people, residents and visitors according to the Council's hierarchy of parking needs.

During the parking operational hours, vehicles need to have a valid permit or visitor voucher/evoucher in order to park within the estate. They also need to be mindful of the type of bay they are parked in e.g. a disabled parking bay. The Council has the powers to issue a penalty charge notice to people who park in bays without the appropriate permit or on yellow lines. You do not need a permit or visitor voucher outside of the operational hours, however other restrictions such as no parking on double yellow lines (no waiting at any time) will still apply.

# What benefits would parking controls within my estate have?

## Parking controls provide many benefits for the surrounding community, including:

- It is easier for residents and their visitors to find parking spaces close to their home
- It is easier to park near shops, schools, and other amenities within the area with nearby 'pay & display' bays
- Reduced traffic congestion and improved air quality due to less commuters and visitors seeking out free parking spaces
- A safer road environment particularly for children, cyclists and pedestrians
- With less dangerous parking and yellow line parking at junctions, visibility will improve and pavements will be clear for pedestrians
- Improved access for emergency vehicles, able to maintain a safe 'running width' on narrow or busy roads and powers to act on vehicles blocking access to private property
- Reduced crime levels; the presence and visibility of Civil Enforcement Officers patrolling the streets helps discourage car crime, vandalism and anti-social behaviour as well as dealing with untaxed and abandoned vehicles
- A tidier, less cluttered street environment through the use of existing lamp posts for signs where possible and better maintenance of street furniture.

# How would estate parking controls affect me?

Estate parking controls will mean your vehicle will require an estate parking permit in order to park within the estate. Your visitors will also need visitor vouchers when visiting your estate and utilising estate parking spaces. Parking Services will regularly visit your estate to ensure vehicles are complying with parking regulations and non-estate residents are not parking within the estate without an estate parking permit.

# What is displacement parking?

Areas that do not have parking controls that are surrounded by areas that do can often experience excessive pressure on the availability of parking spaces. This is typically caused by what is known as displacement parking as drivers from elsewhere seek out spaces that are free to park. This problem is exacerbated in built up city areas with high population density that attract a high number of visitors and commuters as well as residents and businesses from neighbouring areas looking for free parking.

The knock-on effect of displacement parking is that residents within uncontrolled areas have great difficulty in finding parking spaces near to their homes and businesses causing stress and inconvenience. In addition there are a high number of vehicles in the area looking for free parking which in turn creates traffic congestion, increases accident risks on residential streets and generates more air pollution.

## Can I have my say on the design of parking controls on my estate?

Yes, as this is a stage 1 & 2 combined design consultation we are seeking your views on the introduction of parking controls and proposed parking design for the estate.

# Can I have my say on the hours of operation on my estate?

The Council's approach to parking controls within estates is to implement 24-hour parking controls; this ensures parking spaces within the estate are reserved at all times for the use of estate residents and their visitors only. Should parking controls be recommended for Rowley Gardens, the existing gate system will be removed. For this reason, should the consultation show support for parking controls, then parking services will implement 24-hour parking controls on the estate. This also ensures the operational hours within estates are future proof and address any possible parking stress issues caused by commuters and non-estate residents who want to avoid parking controls in wider parking zones.

# Do you consider road safety?

When reviewing parking restrictions, we take into account the safety of both pedestrians and motorists. We install either single or double yellow lines (no waiting at any time) to help prevent unsafe parking and facilitate the smooth flow of traffic.

Any design changes are made in consultation with the Emergency Services (Ambulance, Fire Service and the Police) to ensure that there is sufficient road width to allow for the safe passage of emergency vehicles.

All design changes conform to the design standards recommended by the Department for Transport (DfT). The yellow lines in the existing design have been placed for safety or access reasons and would be unlikely to change.

#### Examples of these are:

- Junction protection double yellow lines placed around the edges of road junctions to ensure visibility for drivers, cyclists, and pedestrians, and to allow space for wheelchair and pram users to safely cross.
- Double yellow lines painted across access points to private property and housing estates, so that we can remove any obstructing vehicles.
- Yellow lines painted along narrow roads to improve access or provide a passing point for vehicles.

# What if I live on a Car Free Property?

A Car Free Property will be designated under a car free restriction in a legal planning agreement, and should be included in your lease or deeds. If you live on a Car Free Property you can still have your say on the introduction of parking controls but you are not entitled to purchase a parking permit. You are, however, allowed to purchase visitor vouchers for your visitors.

If you want to apply for visitor vouchers or you are not sure if you live in a Car Free Property please call us on **020 8356 8877.** 

# How would the parking controls affect me?

#### Would I have to buy a permit if parking controls are introduced on my estate?

Yes, if you are a resident whose address falls within the estate you would need to purchase a resident estate parking permit if controls are introduced. Estate parking permits are limited to one per household. Should you require an additional estate parking permit you will need to check your eligibility for an on-street parking permit.

#### How much will an estate permit cost?

The way we charge for parking within the estate will be changing. At present, estate parking permits are charged at a flat one-off fee. As part of a drive to reduce pollution in the borough, the Council will be introducing estate parking permits charges according to CO2 emissions. This will mean cheaper parking permits for low emission vehicles and higher charges for the most polluting vehicles.

The cost of a permit is not dependent on the hours of operation in an individual area.

#### Please see the table below for existing resident estate parking permit prices:

Estate parking permit (12 months)			
12 months only	Residents	Blue Badge holders	
All vehicles	£40.50	Free	

Companion badge (for Blue Badge holders)		
Companion Badge	Free	

The new prices for resident estate parking permit, as of April 2023:

Estate residents parking permit, 12 months – based on CO2 emissions with a diesel surcharge	2022/23	2023/24
No local CO2 emissions	£40.50	£42.00
1–50g/km, 50cc or under*		
All other vehicles	£40.50	£46.00
Diesel powered vehicles	£40.50	£103.00
51–75g/km, or 51–125cc*	I	
All other vehicles	£40.50	£48.00
Diesel powered vehicles	£40.50	£105.00
76–90g/km		
All other vehicles	£40.50	£50.00
Diesel powered vehicles	£40.50	£107.00
91–100g/km, or 126–400cc*		
All other vehicles	£40.50	£52.00
Diesel powered vehicles	£40.50	£109.00
101–110g/km		
All other vehicles	£40.50	£54.00
Diesel powered vehicles	£40.50	£111.00
111–130g/km, or 401–800cc*		
All other vehicles	£40.50	£56.00
Diesel powered vehicles	£40.50	£113.00
131–150g/km	1	
All other vehicles	£40.50	£59.00
Diesel powered vehicles	£40.50	£117.00
151–170g/km, or 801–1200cc*	L. L.	
All other vehicles	£40.50	£67.00
Diesel powered vehicles	£40.50	£124.00
171–190g/km	L. L.	
All other vehicles	£40.50	£82.00
Diesel powered vehicles	£40.50	£139.00
191-225g/km, or 1201cc-2000cc*		
All other vehicles	£40.50	£97.00
Diesel powered vehicles	£40.50	£154.00
226–255g/km		
All other vehicles	£40.50	£119.00
Diesel powered vehicles	£40.50	£176.00
Over 256g/km or 2001cc*		
All other vehicles	£40.50	£156.00
Diesel powered vehicles	£40.50	£213.00

For information about the cost of permits and visitor vouchers please refer to our website **hackney.gov.uk/parking-permit-charges** or call Parking Services on **020 8356 8877.** 

#### What about estate visitor permits?

Residents are eligible to purchase estate visitor vouchers which allow visitors to park in any available estate parking bay during the operational hours of the estate.

#### There are two types of vouchers that can be purchased by estate residents:

Book limits run by calendar month, per estate	Price per book			
One day estate parking visitors vouchers				
Discounted rate for people 60 and over (one day, ten cards in a book, valid from six months from the date of issue)	£4.00			
Standard rate – including Blue Badge holders (one day, ten cards in a book, valid from six months from the date of issue)	£8.00			

#### Can I purchase Zone G on-street permits and visitor vouchers?

Estate residents may be entitled to purchase on-street Zone G resident permits and visitor vouchers. On-street parking permits are charged according to CO2 emissions instead of engine size. The cost of a permit is not dependent on the hours of operation in an individual zone.

On street vouchers can be bought by estate residents who live in the parking zone. You do not need to own a car to buy vouchers. You can choose either e-vouchers (use immediately) or scratchcard vouchers, which will normally be delivered within four working days. You only need to use a voucher during the operational hours of the parking zone.

For information about the cost of permits and visitor vouchers, please refer to our website **hackney.gov.uk/parking-permit-charges** or call Parking Services on **020 8356 8877.** 

# Where can I load/unload if I receive deliveries?

Active loading and unloading can take place on all single and double yellow lines where there are no loading restrictions as well as within parking bays. For any specific requests, such as removals, you can request a dispensation or a bay suspension. Please visit our website for more information: hackney.gov.uk/parking

# What if I have a Blue Badge or a Companion eBadge?

Blue Badge holders are eligible to park in all shared use bays (pay and display and permit) and pay and display only bays for an unlimited amount of time and on single and double yellow lines for a maximum of three hours, provided there are no loading restrictions in place and that the vehicle is not causing an obstruction. Blue Badge holders may also use any disabled bay.

Companion badge holders can park in the same bays as Blue Badge holders, but have the added advantage of being able to park in resident and permit parking bays within their home parking zone. For more information on Companion Badges please visit:

#### 🔉 hackney.gov.uk/companion-badge

# How can I apply for a disabled bay?

If you are a Blue Badge holder, and your mobility impairment makes it difficult for you to walk short distances, but you do not have access to off-street parking, you may be able to get a disabled parking bay installed outside your home or in a residential car park managed by the Council's parking services.

If you have a valid Blue Badge and want to apply for a personalised disabled bay, you will need to apply for a free companion badge or an estate parking permit, this will be linked to the one vehicle entitled to park in the personalised disabled bay.

A personalised disabled bay can only be used by the vehicle that has been registered to the bay. Only one vehicle can be registered to each bay. No other Blue Badge holders are permitted to park within the bay. No other vehicles displaying the Blue Badge belonging to the registered owner of the disabled bay, are permitted to park within the personalised disabled bay as the bay is associated with a vehicle and not the Blue Badge.

For advice about disabled bays, please email **disabledparking@hackney.gov.uk** or call **020 8356 8328.** 

## What if I own a motorcycle?

Motorcycles can be parked free of charge in all bays within a parking zone where residents and businesses can park (this excludes Zone B where parking for motorcycles are restricted to motorcycle bays only), except for in pay and display bays.

Motorcycles should be parked at a right angle to the kerb and if possible, at the end of the parking bay. You should use dedicated motorcycle bays if available, rather than resident permit bays.

The Council is looking to introduce a new motorcycle policy in Spring/Summer 2023. Motorcyclists will be required to hold a valid permit and visitors to the borough will be required to pay for their parking session.

Please visit: 🔉 hackney.gov.uk/motorcycleparking for further information.

# Are parking zones just a money making scheme for the Council?

No. By law revenue generated from parking zones must be invested back into transport related improvements such as concessionary fares meeting costs relating to the provision or operation of, or of facilities for, public passenger transport services. The London Borough of Hackney uses any surplus from its Parking account to contribute towards its charge for the London-wide Freedom Pass scheme and improvements to transport infrastructure.

## Can I submit more than one consultation response?

Only one consultation response will be accepted per household. The Council can also only accept original copies of the consultation questionnaire. We will not accept any photocopied responses.

Please ensure you read the changes outlined above regarding consultation feedback acceptance.

## How will you use my personal information?

Hackney Council is a Data Controller under the General Data Protection Regulation (GDPR). We hold the information given to us for the specific purpose of processing and managing parking consultations only. Under the GDPR any information you provide may be disclosed to other organisations in order for this local authority to perform its duty to protect public funds it administers, and to this end we may use the information you have provided for prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

You can read more information about this, and also about your Data Protection rights in line with the provisions of the General Data Protection Regulation and Data Protection Act 2018 by going to **hackney.gov.uk/privacy** This includes how to contact the Data Protection Officer, how long your information is held, and how we process your personal information. Printed copies of the Council's Privacy Notices can be provided on request.

## More information

For more information about the cost of permits and visitor vouchers please refer to our website: **hackney.gov.uk/parking** or call Parking Services on **020 8356 8877.** 

If you would like to find out what this document says please tick the appropriate box, put your name, address and phone number at the bottom of this page and return it to the address below.

#### Bengali

এই দলিলে কি লেখা আছে সে সম্পর্কে যদি আপনি জানতে চান তাহলে অনুগ্রহ করে উপযুক্ত বাক্সে টিক্ দিন, এই পাতার নীচে আপনার নাম, ঠিকানা ও ফোন নম্বর লিখুন এবং এটি নীচের ঠিকানায় ফেরত পাঠান।

#### French

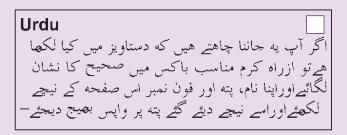
Si vous désirez connaître le contenu de ce document, veuillez cocher la case appropriée et indiquer votre nom, adresse et numéro de téléphone au bas de cette page et la renvoyer à l'adresse indiquée ci-dessous.

#### Kurdish

Ger hun dixwazin bizanibin ku ev dokument çi dibêje, ji kerema xwe qutîka minasib işaret bikin, nav, navnîşan û hejmara telefona xwe li jêrê rûpel binivîsin û wê ji navnîşana jêrîn re bişînin.

#### Polish

Jeśli chcesz dowiedzieć się, jaka jest treść tego dokumentu, zaznacz odpowiednie pole, wpisz swoje nazwisko, adres I nr telefonu w dolnej części niniejszej strony I przeslij na poniższy adres.



#### Somali

Haddii aad jeclaan lahayd in aad ogaato waxa dokumeentigani sheegayo fadlan calaamadi godka ku haboon, ku qor magacaaga, cinwaanka iyo telefoon lambarkaaga boggan dhankiisa hoose ka dibna ku celi cinwaanka hoose.

#### Spanish

Si desea saber de lo que trata este documento, marque la casilla correspondiente, escriba su nombre, dirección y numero de teléfono al final de esta página y envíela a la siguiente dirección.

#### Turkish

Bu dökümanda ne anlatıldığını öğrenmek istiyorsanız, lütfen uygun kutuyu işaretleyerek, adınızı, adresinizi ve telefon numaranızı bu sayfanın alt kısmına yazıp, aşağıdaki adrese gönderin.

#### Vietnamese

Nếu bạn muốn biết tài liệu này nói gì hãy đánh dấu vào hộp thích hợp, điền tên, địa chỉ và số điện thoại của bạn vào cuối trang này và gửi lại theo địa chỉ dưới đây.

#### Chinese

如果你想知道這分文件的詳細內容, 請在方框內打鉤,在本頁下面寫下你 的名字、地址和電話號碼並寄到下面 的地址。

If you would like this document in any of the following formats or in another language not listed above, please complete and send the form the address below.

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Adress:					
Tel:					

## Return to: Please use the envelope provided