

# BUSINESS PARKING PERMIT APPLICATION FORM



## GENERAL NOTES

Business parking permits entitle the permit holder to park within a parking bay in the area covered by their permit (zone).

Permits are not interchangeable between zones. Business Permits are not valid in Market Traders bays, (MT) and Catering bays (CAT).

The Parking Office is at:  
**Units 9-10**  
**The Alpha Business Centre**  
**South Grove**  
**E17 7NX**  
**Telephone: 0208 520 0520**

**Opening Hours:**  
Monday to Friday 7.00 am to 7.00 pm  
Saturday 9.00 am to 1.00 pm

## ENTITLEMENT TO A BUSINESS PARKING PERMIT

Business parking permits may only be issued to a business which is registered at an address within one of the zones.

Business permits are issued for a specific vehicle and must bear the registration number of that vehicle only. Permits can only be issued to: a passenger vehicle or a goods carrying vehicle which does not exceed 1950Kg max. gross weight.

## HOW TO APPLY

Fill in this application form as appropriate.

If you change a vehicle during the validity of the existing permit you must surrender that permit, obtain a further application form and complete Sections 1, 3 and 5 in order to obtain a replacement and pay the appropriate fee.

A replacement may be issued for any lost or stolen permit, but the original permit is immediately rendered invalid. You will need to complete Sections 1, 4 and 5 overleaf to obtain a replacement permit and pay the appropriate fee.

With all permit applications you **MUST** supply a letter on Company headed note paper confirming vehicle details.

**BEFORE FILLING IN THIS FORM, PLEASE READ AND NOTE THE CONTENT  
PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS**

**1** Applicants Name: .....  
Company Name: .....  
Company Address: .....  
.....  
Vehicle No. .... Vehicle Make: .....

**2** First Application  Renewal

Existing Permit No. ....

I wish to apply for:-

I month Permit  3 Months Permit  6 Months Permit  12 Months Permit

Please make cheque/postal order payable to: **THE LONDON BOROUGH OF WALTHAM FOREST**

**3 CHANGE OF VEHICLE**

I enclose my current permit to be exchanged for a replacement bearing the following Registration No. ....

**4 REPLACEMENT**

I declare that my Permit No. .... has been lost/stolen, and I wish to apply for a duplicate.

Please give brief circumstances of loss/damage: .....  
.....  
.....

Vehicle Registration No. ....

**5 PAYMENT METHOD:-** (Tick as appropriate) Cash  Postal Order  Cheque  Credit Card

Cheques must be made payable to "LBWF" and submitted with a current cheque guarantee card number.

(a) I enclose a cheque/postal order for the sum of £.....  
For current charges please ring 020 8520 0520.

(b) Cash is accepted for Personal Callers. (Please do not send cash through the post)

(c) I wish to pay by Access/Visa/Mastercard/Eurocard/Switch/Solo/Delta (delete as applicable)

I authorise you to debit my account with the amount of £

Card Number  (Switch 19 digits, others 16 digits)

Issue Number (Switch card only)  Expiry date of card  Valid from

Name as on card: ..... (Please print) Address: .....

..... Signature: .....

***A false declaration would invalidate your permit and may lead to prosecution.***

***Please return this form to The Parking Shop, Units 9-10 Alpha Business Centre, 60 South Grove, Walthamstowe E17 7NX***

**THIS FORM MAY BE USED TO PREVENT FRAUD**

**Permit Renewal**

**Please ensure you renew your permit before it expires. The responsibility for renewal rests with the permit holder, residents using expired permits will receive penalty notices.**

**For Office Use Only:**

Initials	Type	Start	Issued