

CONTROLLED PARKING RESIDENT PERMIT APPLICATION FORM



Waltham Forest

GENERAL NOTES

Resident parking permits entitle the resident to park their vehicle displaying a valid parking permit in a permit parking bay in the area covered by their permit (zone).

Resident permits are not valid on yellow lines, in Market Traders Bays (MT), Catering Bays (CAT) in short stay bays, Pay & Display bays. They are not interchangeable between zones.

Permits are available from the Parking Shop which is located at:

The Alpha Business Centre
60 South Grove
Walthamstow
London E17 7NX
Telephone: 020 8520 0520

Opening Hours:

Monday to Friday 7.00 am to 7.00 pm
Saturday 9.00 am to 1.00 pm

ENTITLEMENT TO A RESIDENT PARKING PERMIT

Resident parking permits may only be issued to persons who are registered at an address within a Controlled Parking Zone.

Their vehicle must also be registered to the same address. If it is a company car then documentary proof must be supplied.

Permits can only be issued to vehicles that do not exceed 2.3 metres in height or 5.25 metres in length.

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 proofs or reference & vehicle ownership as detailed below.

If you no longer require your permit and it is still valid, please return it to the Parking Shop where a refund (pro-rata for every full month) can be arranged.

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

ACCEPTABLE PROOFS OF RESIDENCY

Tick boxes that apply – one from each of the columns below.

- Utility Bill *i.e. Gas, Electricity, Telephone*
- Bank Statement
- Council Tax
- Family Allowance
- Mortgage Statement

These documents must be current (dated within the last 3 months)
Mobile Phone Bill Not Acceptable

- Rent Book
- Lease Agreement
- Mortgage Agreement
- Driving Licence/Car Insurance
- Building Society Account
- Pension Book

PROOF OF VEHICLE OWNERSHIP

Tick the one box that applies

- i) **For an Annual Permit** – my vehicle's registration document showing my OWN name & address within a controlled parking zone.
 - ii) **For a Temporary 1 Month Permit** – my vehicle's registration document showing my previous address with documentary proof that I have moved into the zone.
- OR
- In the case of a company vehicle – a letter on printed Company Letterhead (with VAT No.) confirming i) my residence ii) my employment status within the company & iii) that I am the major user of the vehicle.
 - A copy of the vehicle rental or lease agreement.

Note: Please ensure that only photocopies of proofs of Residence/Ownership are sent with postal applications.

