

ESSENTIAL USER PERMIT APPLICATION FORM



Waltham Forest

GENERAL NOTES

Essential User parking permits entitle the permit holder to park their vehicle displaying a valid permit in Voucher Parking Bays, Pay & Display Bays, short stay Parking Bays (without time limitation), in council run Pay & Display Car Parks (*not those affiliated to Council Buildings*), and in all permit parking bays with the exception of those reserved for Market Traders (MT), Catering staff (CAT) and Doctors. The Doctors Essential User Permit will be valid in Doctors Bays.

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 AN ESSENTIAL USER PERMIT

Essential User Permits may only be issued to persons who work for or contracted to Police, Health Service, LBWF, LFCD or a company dealing fire fighting/surgical equipment or a Doctor working at a Surgery within the borough's boundaries.

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.

Supply a letter from your employer/surgery on their headed paper confirming your employment and that you use your vehicle for Essential Business use.

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.

A Senior Official of the service employing the applicant must also complete the declaration overleaf.

BEFORE FILLING IN THIS FORM PLEASE READ AND NOTE THE CONTENT

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

1. Mr Mrs Miss Ms Title.....
Surname..... Forenames:.....
Address.....
.....
.....

VEHICLE DETAILS

Registration No
Make
Model

Employer

2. I wish to apply for:- (*Tick as appropriate*)

- Annual Permit
6 Month Permit
3 Month Permit
1 Month Permit

3. CHANGE OF VEHICLE

I enclose my current permit, No.

4. REPLACEMENT

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

If stolen, Police Crime Reference Number must be submitted:

Please give brief circumstances of loss/damage:

.....

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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 appropriate)

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.

6. DECLARATION (to be completed by a senior official)

I declare that the person named above in section 3 and that the vehicle shown is authorised by myself to undertake essential work for the:.....

Name & address:.....

.....

Signed..... Date.....

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, Walthamstow, 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, vehicles displaying expired permits will receive penalty notices and can be clamped or towed away.

For Office Use Only:

Initials	Type	Start	Issued
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