

# Parking Permit – Carer

Before completing the following details, read the important information on the back of this form.

I want to (tick the appropriate box):

apply for a 12-month Carer permit     report my car as stolen     change my car details

## About you

Title    Mr.         Mrs.         Miss         Ms         other  (please state) .....

Surname ..... Forename .....

Address .....

Email address\* ..... Phone no.\* .....

## About your car

Registration no. .... Make/model .....

If you've changed your car, tell us your current permit no. .... (A payment is needed – see below).

## Car stolen

If your car has been stolen, do you want to:  Cancel the permit and request a refund  
 Cancel the old permit and replace it for another vehicle

Do you have a police crime number?     No\*\*     Yes (tell us the number) .....

\*\* If you do not have a police crime reference number, a payment is needed – see below.

## Payment and declaration

To find out the fees for parking permits, follow the appropriate links from the following web page:

<https://walthamforest.gov.uk/service-categories/parking-permits>

- I am in receipt of DWP carers' allowance and care for someone who resides in the London Borough of Waltham Forest (or if not I have provided evidence from a medical facility stating I am caring for someone who resides in the borough).
- I shall immediately inform the council in the event of any of the following circumstances: I cease to be in receipt of DWP carers' allowance or care for someone with the borough, I have sold or disposed of the vehicle related to the permit or if it ceases to be valid for any other reason.
- I am a registered Foster Carer and reside within a controlled parking zone (CPZ) within Waltham Forest (this will be verified via the Fostering Team before a permit is issued).
- I understand that the council may use my information as allowed by the Data Protection Act 1998 (as amended) and it may be passed within the council or to other agencies to help prevent fraud.
- I understand that if this application is fraudulent or if the terms of use are breached, the permit will not be valid and parking enforcement action will be applied to the car.
- The information is correct and I agree to the terms of use for the permit.
- I have read the important information on the back of this form.

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



Send this form, supporting documents and fee to the Parking Control Office.

## Terms and conditions

- Carers permits are not valid on yellow lines, Emergency Service bays, Market Traders Bays (MT), Catering Bays (CAT), in short stay bays, Pay & Display or PayByPhone bay, car parks, in bays designated for a specific reasons (for example: loading bays) or any parking bay that has been suspended. The permit is only valid in the zone covered by the permit.
- Permit is only free if you are in receipt of DWP carers' allowance.
- Please note that permits can only be issued to vehicles that do not exceed 2.3 meters in height or 5.25 meters in length.
- The permit is only valid on vehicles that hold a current road fund licence (tax disc).
- Permits will not be issued to customers with outstanding unchallenged Penalty Charge Notices (PCN's).
- The issue of a permit does not guarantee the user a parking space.
- The Council has the right to suspend parking bays at any time.
- Complete this application form fully and include proof of DWP carers' allowance (free permit) OR letter from the Doctor of person you care for.
- Post the completed form, associated documentation and the appropriate fee (if applicable) to the Parking Control Office. Cheque or postal order must be made payable to London Borough of Waltham Forest. Please do NOT send cash through the post.
- If you change vehicle during the validity of the existing permit you must immediately notify the parking control office, complete a further application form and pay the appropriate fee.
- If your vehicle is stolen your permit will need to be cancelled. You will need to report this, complete an application form and pay the appropriate fee for a replacement permit.
- Please ensure you renew your permit before it expires – the responsibility for renewals rests with the permit holder.
- This permit may be revoked if the applicant is found to be in breach of any of the terms and conditions or declaration.
- Please note if you are applying as a **Foster Carer** you must reside within a controlled parking zone (CPZ) and supply evidence of this
- Only one concessionary carers permit per household will be issued.

## Acceptable proof of carer status and vehicle ownership

- You must send us a copy of the vehicle's registration document (V5 Log Book) showing your name and address, or a copy of the vehicle rental or lease agreement.
- A copy of proof showing you are in receipt of DWP carers' allowance (free permit).
- A letter from the GP of the person you care for, confirming the need for a carer etc. (paid for permit).
- Send us photocopies as we will not accept responsibility for the loss of original documents.

## Proof of Address (Foster Carer)

- You must send us a copy of two documents to prove where you live: we accept utility bills, rent book or lease agreement, bank or building society statement, driving licence, car insurance document.

## Contact us

- Send your application to: LBWF Parking Control Office, PO Box 9319, E17 7RX
- Telephone enquiries: 0203 092 0112 – select option 3. Lines open: Monday to Friday 9am – 5pm
- Email: WFPSHOP@NSL.CO.UK

## Your data rights

We will process your information primarily for the purpose of providing parking services. We may also use your information to detect and prevent fraud and to protect public funds. This may include recording vehicle information and verifying residency status and parking entitlements both within and outside the borough. We may disclose your information to, or request information from, Tracesmart®, law enforcement agencies and others, such as local authorities. We take action to ensure our parking services are used lawfully. This includes surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators. We may

also use your information to recover unpaid Penalty Charge Notices issued in Waltham Forest. In order to protect public funds and counter suspected fraudulent use of parking services, the council and its agents undertake investigations involving random auditing of vehicles and users who hold parking permits.

If you wish to complain at the manner in which your personal data is processed or may be used, you should write to the: Data Protection Officer, Waltham Forest Town Hall, Forest Road, London, E17 4JF or via email to [Information.Officer@walthamforest.gov.uk](mailto:Information.Officer@walthamforest.gov.uk)