

# Parking Permit – Residential

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 1-month permit       apply for a 12-month permit  
 change my car details       report my car as stolen       report the permit as lost

## About you

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

Surname ..... First name .....

Address .....

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

\* We will use these to contact you if we have a question.

## About your car

Registration no. .... Make/model (e.g. 'Ford Escort van') .....

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

## Permit lost

Tell us about the loss .....

..... (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 (including admin fees), follow the appropriate links from the following web page:

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

- I enclose a cheque/postal order for £ ..... payable to 'LBWF'. Do not send cash.

Tick these boxes to declare that you agree and understand the following, then sign and date the form:

- I live at the address shown and want to apply for a resident parking permit for the vehicle shown above.  
 I shall immediately tell the council if: I no longer reside in the parking zone shown on the permit, I sell or dispose of the vehicle shown on the permit, or if the permit is no longer valid for any other reason.  
 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

- Complete this form fully and include proof of vehicle ownership and your residency within a Waltham Forest controlled parking zone (see below).
- Permits are not valid on yellow lines, in emergency service bays, market traders bays, catering bays, short-stay bays, in Pay&Display or PayByPhone bays, in car parks, in bays designated for a specific purpose (e.g.: loading bays) or in a suspended parking bay. Permits are only valid in the zone shown on the permit.
- There is an admin fee for cancellation of a permit.
- Permits are refunded on a pro-rata basis for each full month still to run on the permit subject to a admin fee.
- Permits can only be issued to vehicles that do not exceed 2.3 meters in height or 5.25 meters in length.
- Permits will not be issued to applicants with outstanding unchallenged Penalty Charge Notices.
- The issue of a permit does not guarantee the user a parking space.
- The council has the right to suspend parking at any time.
- If you change your vehicle during the validity of the permit you must immediately notify the Parking Control Office. You must complete a further application form and pay the appropriate fee.
- If your vehicle is stolen, you must report this to the Parking Control Office. You must complete an application form and pay the appropriate fee.
- You must renew your permit before it expires – it is your responsibility to renew the permit in time.
- A false declaration will invalidate your permit with immediate effect and may lead to prosecution.

## Acceptable proof of residence and vehicle ownership

- 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 license, car insurance document.
- 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.
- If you are applying for a resident's parking permit for a company vehicle send us a letter on company-headed paper showing the VAT number and company address. The letter must confirm your address, employment status within the company and that you are the main user of the vehicle.
- Send us photocopies as we will not accept responsibility for the loss of original documents.

## 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](mailto: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)