

# Parking permit – market trader

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

I am a market trader and hold a licence to trade in Walthamstow High Street E17.

- I am  I am not a 'one day a week' licence holder. I want to (tick the appropriate box):
- |   |  |   |
|---|--|---|
| <input type="checkbox"/> apply for a 3-month permit | <input type="checkbox"/> apply for a 12-month permit | <input type="checkbox"/> apply for a 12-month daily permit* |
| <input type="checkbox"/> renew** for 3 months       | <input type="checkbox"/> renew** for 12 months       | <input type="checkbox"/> renew** a 12-month daily permit*   |
| <input type="checkbox"/> change my car details**    | <input type="checkbox"/> report my permit as lost**  | <input type="checkbox"/> report my car as stolen**          |

\* For 'one day a week' licence holders only. \*\* Tell us your current permit number. ....

## About you

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

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

Address .....

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

Trader licence no. ....

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

## About your current car

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

If this is a replacement car, tell us your previous car's registration no. ....

## Permit lost

My permit has been lost. Tell us about the loss .....

..... I apply for a duplicate permit and am paying the appropriate fee.

## Car stolen

My car has been stolen. I apply for a permit for the replacement car shown above.

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

\*\*\*\* If you do not have a police crime reference number, you must pay the appropriate fee – see below.

## Payment and declaration

Find out about the fees for permits at <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 shall immediately return the permit if: I cease to trade within Walthamstow High Street E17; I sell or dispose of the vehicle; the council withdraws the permit or if it is no longer valid for any other reason.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.

A market trader parking permit is a virtual permit that, when activated, entitles the user to park their vehicle in a market trader parking bay. The permit is vehicle specific and the vehicle must be parked within the parking bays to avoid enforcement action. See the terms and conditions below.

## Terms and conditions

- Market trader parking permits will only be issued to holders of a current trader licence for Walthamstow Market.
- Complete this form fully and include acceptable proof (see below).
- Permits are not valid on yellow lines, in emergency service bays, in permit bays, catering bays and short-stay bays, in Pay & Display or PayByPhone bays, in car parks, in bays designated for a specific reason (eg: loading bays) or in a suspended parking bay.
- The permit is only valid on vehicles that hold a current road fund licence (tax disc).
- The user is responsible for ensuring the permit is activated when the vehicle is parked in a market trader parking bay.
- Vehicles parked in a market trader parking bay without an activated permit are subject to a Penalty Charge Notice and other parking enforcement action.
- 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 permit is lost or stolen, it becomes invalid immediately and 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.
- All business owners should be reminded that LBWF takes fly-tipping very seriously and that business in the Borough should, at all times, behave in a legal and responsible manner.
- If you are convicted of a fly-tipping offence action may be taken that could lead to revocation of your business permit
- We will not process incomplete or inaccurate application forms.

## Acceptable proof

You must send us:

- a photocopy\* of your photo card drivers licence or passport confirming personal identification, **and**
- a photocopy\* of your market traders licence.

\* If you send us original documents, we will not accept responsibility for their return.

## 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)