

# Library Form for resident visitors permits

Before completing the following details please read the Terms & Conditions/Acceptable Proofs.

This Form can only be used in the Library.

I want to apply for the following books of parking permits for visitors to residents (tick the appropriate box/boxes, and then fill in the quantity and zone boxes):

30 x one-hour parking permits.	I want	books of permits for zone
20 x two-hour parking permits.	I want	books of permits for zone
10 x five-hour parking permits.	I want	books of permits for zone 30 x
one-hour parking permits (residents aged 60+).	I want	three books of permits for zone 30
x one-hour parking permits (residents with new-born).	I want	one book of permits for zone

## 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.

## Payment

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>

**\*\*PLEASE NOTE THAT PAYMENT CAN ONLY BE MADE BY CREDIT OR DEBIT CARD AT THE LIBRARY\*\***

## Declaration

Tick these boxes to declare you agree and understand the following, then sign and date the form: I have read the important information on the back of this form.  
 I understand that it is an offence to re-sell visitor parking permits.  
 The information I have given is correct and I agree to the terms of use for visitor parking permits.  
 I understand that if this application is fraudulent or if the terms of use are breached, the permits will not be valid and a Penalty Charge Notice and other parking enforcement action will be applied.

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

## For official use only

Name of processing officer.....

Please state which proof of address has been provided .....

	ONE HOUR	TWO HOUR	FIVE HOUR
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
<b>Total</b>			

## Terms and conditions

- You must either be a full-time resident or represent a business based in the borough of Waltham Forest.
- You must include proof of residency or business address within a controlled parking zone (see below).
- Residents are limited to a maximum of 10 books or 520 hours per address per rolling 12-month period.
- 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.
- Each permit allows a vehicle to be parked for up to the maximum time shown on the front of the permit.
- You may display up to two permits at any one time, but the second permit must start from the time the first permit expires. In controlled parking zones that operate for more than 10 hours a day, displaying two correctly validated five-hour visitor permits will cover the whole day.
- It is the users' responsibility to ensure the permit is correctly validated and clearly displayed on the parked vehicle. Full instructions are shown on the back of the permit.
- Vehicles not displaying a valid permit are subject to a Penalty Charge Notice and other parking enforcement action.
- Any attempt to alter the details on the permit will invalidate the permit.
- The permit is valid only on vehicles with a gross vehicle weight of 1,950kg or less.
- The permit is only valid on vehicles that hold a current road fund licence (tax disc).
- The issue of a permit does not guarantee the user a parking space.
- The council has the right to suspend parking at any time.
- Permits are non-refundable

## Acceptable proofs

- For **residents**:  
You must provide two original (**paper**) documents with your current name and address, for example:
  - The current year's council tax bill/statement Utility Bill dated within the last three months
  - Rent Book or lease agreement
  - Bank/building society statement dated within the last three months
  - A valid driving license
  - A valid car insurance certificate
- For **businesses**: we need a letter on company-headed paper showing the VAT number and address.
- For the 'over 60s' free permits: we need proof of residency and proof of age. On acceptance, the applicant is entitled to two books of 30 one-hour visitor parking permits' in a rolling 12-month period.
- For the 'new babies' free permits: we need proof of residency and proof of birth, e.g. a birth certificate or hospital birth record. On acceptance, the applicant is entitled to one book of 30 one-hour visitor parking permits' in a rolling 12-month period.

Paper copies must be supplied, **electronic copies will not be accepted** – if you have access to the internet/a smart device, you should apply online.

## 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)