

Parking permit – business

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 permit – for controlled parking zone* or for 'all zones'
 renew for 12-months** change vehicle details** report vehicle as stolen**

* Find out about parking zones at <https://walthamforest.gov.uk/content/controlled-parking-zones-cpzs>

** Please tell us your current permit number.

About you

Title Mr Mrs Miss Ms Other (please state)

Surname or company name First name

Address

Email address Phone no.

About the vehicle

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

If this is a replacement vehicle, tell us the previous vehicle's registration no.

Permit lost

- The permit has been lost. Tell us about the loss
..... I apply for a replacement permit and am paying the appropriate fee.

Vehicle stolen

- The vehicle has been stolen. I apply for a permit for the replacement vehicle 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

Find out the fees for parking permits at <https://walthamforest.gov.uk/service-categories/parking-permits>

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

Declaration

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

- I shall immediately tell the council if: the business moves away from the controlled parking zone; I sell or dispose of the vehicle shown on the permit; or if the permit is no longer valid for any other reason.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.
 A false declaration will invalidate the permit immediately and may lead to prosecution.
 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 business parking permit is a **virtual** permit that entitles the user to park their vehicle in a residential shared use parking bay in the designated controlled parking zone. The permit is vehicle specific and the permit must be activated to avoid enforcement action. See the terms and conditions below.

Terms and conditions

- Complete the form fully, including proof of ownership and, if needed, an insurance certificate (see below).
- Permits are not valid on yellow lines, in emergency service bays, market trader bays, catering bays, short-stay bays, in Pay&Display or PayByPhone bays, in bays designated for a specific reason (eg: loading bays) or in a suspended parking bay. The permit is only valid in the zone(s) covered by the permit.
- The permit is only valid on vehicles with a gross vehicle weight of 1,950kg or less.
- The user is responsible for ensuring the permit is activated when the vehicle is parked. Vehicles parked without an activated permit are subject to a Penalty Charge Notice and other parking enforcement action.
- Permits will not be issued to applicants with outstanding unchallenged Penalty Charge Notices.
- 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.
- If you change the 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 the permit before it expires – it is your responsibility to renew the permit in time.
- A false declaration will invalidate the permit with immediate effect and may lead to prosecution.
- We will not process incomplete or inaccurate application forms.

Acceptable proof of vehicle ownership

- A photocopy of the vehicle's V5 Log Book, or a copy of the vehicle rental or lease agreement. We will not accept responsibility for the loss of original documents.
- A letter on company-headed paper showing the VAT number and address. The letter must confirm your address, employment status within the company and that you are the main user of the vehicle.

Acceptable proof of insurance

For 'all zone' permits, we need a copy of the vehicle's insurance certificate proving cover for business use.

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