

To All Occupiers
CML CPZ area

Ask for: Andrew Bourke
Our Ref: CML/CPZ/NEW/2017
Your Ref:
Email: cpz.schemes@walthamforest.gov.uk
Date: 13th March 2017

Dear Resident / Business

CML Area – New Controlled Parking Zone

Following on from the Council's letter dated 10th November 2016 I can confirm that as part of the Council's introduction of the Coppermill Lane (CML) CPZ area, I am now writing to inform you:

- How to obtain and use your resident/visitor permits.
- That you will be able to apply for parking permits from **Monday 13th March 2017**
- That enforcement will start in the week commencing the **10th April 2017**
- That your area will be included within the new **Coppermill Lane (CML) Controlled Parking Zone (CPZ)**.
- The zone will operate between **Monday to Saturday, 8am – 6.30pm**.
- That statutory Traffic Management Orders were advertised on **Monday 06th March 2017**.

1. Obtaining your parking permits

You can apply and pay for your resident parking permits online via the Council's website at www.walthamforest.gov.uk/content/waltham-forest-parking-permits. You will be asked to upload the required documents for proof of address and vehicle registration as part of the application and to complete payment once your application has been approved. You can also apply for your resident permit via post, by downloading a postal application form from the website, completing it fully and sending it with documents of proof and payment to the parking control office.

Visitor permits can also be purchased online at www.walthamforest.gov.uk/content/waltham-forest-parking-permits, via post by downloading an application form from the Council website or in person at Walthamstow Central Library.

Business Permits can be applied for online at www.walthamforest.gov.uk/content/waltham-forest-parking-permits.

Please note that with online resident, business or visitor permit applications photos of documents of proof will also be accepted in your application in the form of a DOC, DOCX, PDF, GIF, PNG or JPEG file.

If you do not have access to internet, you can gain free access to the internet at Walthamstow Central Library. There is also a postal application drop-off service available at Walthamstow Central Library for resident and business permit applicants.



Please note that photocopies of documents and payment in the form of a cheque or postal order should be supplied with applications.

Alternatively you can call **0203 092 0112** and select option 3 to request that an application form to be sent to you. Please allow ten days for processing postal permit applications.

Parking enforcement of the new controlled parking restrictions will take place during the week commencing **Monday 10th April 2017**, you need to have successfully applied for your permits from that date or you may be issued with a Penalty Charge Notice.

Households where there is at least one resident who is over the age of 60 or a new born infant of up to three months old qualify for the one book of 30 x 1 hour visitor permits per 12-month period. Proof of the relevant resident's age must be supplied with the application.

2. Scheme implementation

In order to undertake the lining works for the scheme the Council will make temporary notices prohibiting waiting and loading at any time on specific streets. In addition we will install temporary signs informing you of the exact date/s as to when vehicles will need to be moved to enable the road markings to be completed. These works are expected to take place in February / March 2017 on the dates and times as shown on the temporary signs. Your co-operation would be very much appreciated during these works.

Please be aware that non-compliance with these notices will result in your vehicle being penalised and possibly removed to the Council's pound.

Permanent signs and signposts will also be erected on the footway; these do not require vehicles to be moved. All permanent signs will be installed onsite prior to the go-live date of the scheme, please note that permits will only be required from **Monday 10th April 2017**. The post and signing installation works for the scheme will be proceeding on site shortly.

Yours faithfully,

Andrew Bourke

**Andrew Bourke
Principal Engineer
Traffic Team**

RESIDENT / VISITOR PERMITS

Permit Parking Scheme

The aim of a Permit Parking Scheme is to prioritise parking for local residents by preventing commuters, and other long-staying non-residents, from parking in the zone. As many parking spaces as possible are provided. However, in order to improve visibility and safety for all road users, **double yellow lines** (no parking at any time) or **single yellow lines** (no parking during the CPZ controlled hours) will be placed at road junctions, vehicle entrances and other places that need to be kept clear.

Permits A valid **CML** resident permit allows you to park in any 'permit holders' bay within the **CML** zone (but not in any other zone) during the controlled hours. The **CML** zone identifier will be marked on all the 'permit holders only' signs.

Permits are available only to people who can prove they live within the CML zone and that their vehicles are registered within that zone.

Visitors You can purchase virtual visitor parking permits or scratch card books via the online permit system. Virtual permit holders can purchase parking sessions on a pay as you go basis by the hour and will not need to display anything in their vehicle as civil enforcement officers will be able to determine the validity of the permit via the vehicle registration number. For scratch card users; a maximum of two 1 hour, 2 hour, or 5 hour visitor permits need to be displayed in your visitors' vehicles during the controlled hours with the correct amount of time to cover their stay. No more than two visitor permits can be displayed in each vehicle at any one time.
Businesses may apply for virtual and scratch card visitor permits for their customers and there will also be a small number of short stay parking bays available at key locations.

You do not have to supply Visitor Permits to a tradesperson if you have work undertaken to your property. The relevant zone permit can be purchased directly by that tradesperson if they have proof of their business with you in the zone.

Exemptions Provided a vehicle is not left unattended for more than five minutes, loading is allowed for up to 40 minutes without the need to display a permit. If loading can be carried out without causing obstruction it is also permitted on single or double yellow lines except in places where additional loading restrictions are indicated by signs and kerb blip markings.

Currently permits are **not** required on Public Holidays.

Currently motorcycles **do not** need permits.

Permits **are not** needed for parking off the public highway on your own property.

Disabled Any vehicle displaying a valid Blue Disabled Badge **does not** need a permit. If you have a permanent and severe disability you may be able to apply for a marked disabled bay in the road. An assessment by Mobility Services is required – Tel: 020 8496 3000.

Special permit arrangements can be made for residents who have special care needs involving regular visits from a carer. Please contact the Parking Control Office if you require more information.

Enforcement Any vehicle left in a permit bay during the hours of operation without a valid permit will receive a Penalty Charge Notice (PCN). Yellow line violations and other parking restrictions are enforced in the same way. The Council's enforcement contractor will carry out regular patrols throughout each zone. After a PCN has been issued vehicles may be towed away

Permit Charges Resident Parking schemes are not funded from Council Tax or Business Rates. Charges help to cover the cost of running the scheme and enforcing the restrictions. If there is a surplus in parking income the Council can only spend it on transport related improvements, reducing the potential burden on Council taxpayers for these items.

ANNUAL RESIDENT PERMITS

Resident parking permits have been priced according to the CO2 emissions of the vehicle. Carbon dioxide emissions have been identified as a major contributor to climate change. The Council is keen to encourage drivers to help tackle climate change by choosing a low emission vehicle.

Engine Capacity / CO2 emission (g/km)	First permit for use of each household	Second permit per household	Third and subsequent permits per household
Upto 100g/kg	£12.50	£42	£65
101 – 170g/km or up to 1549cc	£35.00	£90	£150
over 171g/km or 1549cc	£120.00	£210.00	£280.00

VISITOR PERMITS	Single zone (residents)	Waltham Forest single zone (businesses only)	Waltham Forest all zones (businesses only)
Virtual visitor	50p/hr	£1/hr	£1.50/hr
Visitor 1 hour (book of 30)	£15 – (50p/hr)*	£30	£45
Visitor 2 hour (book of 20)	£20 – (50p/hr)	£40	£60
Visitor 5 hour (book of 10)	£25 – (50p/hr)	£50	£75

*FREE VISITOR PERMITS FOR OVER 60s OR HOUSEHOLDS WITH BABIES UNDER 3 MONTHS OLD.

Households will be entitled to apply for one book of 30 x 1 hour visitor permits per 12 month period, provided there is at least one resident who is over the age of 60 or a new born infant up to 3 months old. When applying please produce proof of address, your driving licence, passport or birth certificate (or hospital record) as proof of age.

ANNUAL BUSINESS PERMITS (SINGLE ZONE)

Annual business permits have been priced according to the CO2 emissions of the vehicle. Carbon dioxide emissions have been identified as a major contributor to climate change. The Council is keen to encourage drivers to help tackle climate change by choosing a low emission vehicle.

Engine Capacity / CO2 emission (g/km)	First permit for use of each business	Second permit per business	Third and subsequent permits per business
Upto 100g/kg	£205	£310	£410
101 – 170g/km or upto 1549cc	£405	£610	£810
Over 171g/km or above 1549cc	£505	£760	£910

OTHER PERMITS CHARGES

Engine cylinder capacity (CC)	One month temporary permit	Schools 15 minute permit	Six month foreign vehicle permit (not renewable)
Upto 100g/kg	£10	£21	£24.00
101 – 170g/km or upto 1549cc	£20	£50	£50.00
over 171g/km or 1549cc	£100	£150	£150.00

One-month temporary permits are available if you recently moved into the area and need time to update vehicle documents and proofs of residency.

A 15-minute permit is available to allow parking in permit bays close to schools.

Permits for use while on duty are available, at a reduced cost, to certain Essential Users such as the Emergency Services, Health Authority for example, and to registered charities.

Refunds are available (pro rata) for annual permits if no longer required, subject to the current service fee.

Applying for vehicle Parking Permits

Applications for **CML** resident parking permits can be made online by visiting www.walthamforest.gov.uk/content/waltham-forest-parking-permits along with all other types of permit including business, visitor, 15 minute school and essential user permits. If you do not have access to the internet postal application forms can be obtained from Walthamstow Central Library, where a postal application drop-off service is available. Alternatively you can request that a postal application form is sent to you by telephoning **0203 092 0112** and select option 3, lines are open Monday-Friday 9am-5pm (closed public holidays).

To obtain a **resident's annual permit**, you must provide two proofs of evidence (see below) that you live within the zone together with your Vehicle Registration Certificate (V5C) showing your vehicle is registered to the same address. For company cars or leased vehicles where your address is not on the V5C, alternative documentation such as a letter from the fleet manager or leasing company will be required to prove the vehicle is normally kept at your address.

For a **business permit** evidence is required that the vehicle belongs to a business within the zone or, for your own vehicle that your place of work is at an address within the zone. Application forms can be downloaded from www.walthamforest.gov.uk/content/waltham-forest-parking-permits.

Applying for visitor permits

Visitor permits can be applied for online by visiting www.walthamforest.gov.uk/content/waltham-forest-parking-permits. You must provide two proofs (see below) that you live within the zone. Households with a resident over the age of 60 or a new born baby of up to 3 months old are automatically entitled to one book of 30 x one hour visitor permits per year. Please note proof of age and residency will be required and normal charges will apply for additional voucher books.

If you do not have access to the internet you can purchase visitor permits in person at Walthamstow Central Library, please note that cash and cheque payments are not accepted for the purchase of visitor permits. Alternatively you can request that a postal application form is sent to you via post by telephoning **0203 092 0112** and selecting option 3.

Business applicants must provide proof of their address in the CPZ. Businesses working temporarily or visiting clients in CPZs can buy visitor permits if they have proof of their business in the area.

Proof of residence

Residents must provide two proofs that they live within the zone - one from each column of the following table:

Utility bill – gas, electricity, telephone (not mobile), water rates etc*	Rent book
Bank statement*	Lease agreement
Council Tax – (current)	Mortgage agreement

Family Allowance	Driving Licence/Car insurance
Mortgage statement*	Building Society Account
*Bills or statements must be dated within the last 3 months. Mobile phone bills are not acceptable.	Proof of Pension Entitlement

SUBMITTING YOUR APPLICATION

- Apply online at www.walthamforest.gov.uk/content/waltham-forest-parking-permits
- If applying by post your completed application forms should be sent to **Waltham Forest Parking Control Office, PO Box 9319, E17 7RX** together with your payment. Please also provide clear photocopies (not originals) of your proofs of residence or business and V5C and allow 10 days for processing.
- Postal application drop off service is available at Walthamstow Central Library, please allow 10 days processing.

NSL issues all permits and operates the parking enforcement service on behalf of the Council.

For parking enforcement requests telephone **0203 092 0112 (option 5)**

Monday-Saturday 6.30am-10pm and 07793 697 477 on Sundays 9am-5pm.