

Parking permit – essential user

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

I want to (tick the appropriate box):

- | | | |
|---|---|--|
| <input type="checkbox"/> apply for a 1-month permit | <input type="checkbox"/> apply for a 3-month permit | <input type="checkbox"/> apply for a 12-month permit |
| <input type="checkbox"/> renew for 1 month* | <input type="checkbox"/> renew for 3 months* | <input type="checkbox"/> renew for 12 months* |
| <input type="checkbox"/> change my car details* | <input type="checkbox"/> report my permit as lost* | <input type="checkbox"/> report my car as stolen* |

* Tell us your current permit number.

About you

Title Mr Mrs Miss Ms Other (please state)

Surname First name

Address

Email address** Phone no.**

Company/employer's name

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

About your current car

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

Tick here if this a replacement of the car shown on your current permit, and send us your old permit.

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

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.

Applicant's declaration

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

- 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 take responsibility for the use of this permit and 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.
- I shall immediately return the permit if: I no longer work for this company/employer; I sell or dispose of the vehicle; or if the permit is no longer valid for any other reason.
- 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.



Senior official's declaration

I, authorise the applicant to use this vehicle for essential work on behalf of (organisation's name) based at (organisation's address) and assume responsibility for any misuse of the permit.
Signed Position Date

An essential user parking permit is a virtual permit that, when activated, entitles the user, whilst on official duty, to park their vehicle in PayByPhone bays, Pay and display bays, short-stay parking bays (without time limitation), council-run Pay and Display Car Parks (excluding leisure centres) and in all other residential permit parking bays. The permit is vehicle specific.

Essential user parking permits may be issued to persons working for or contracted to: police, health service, London Borough of Waltham Forest, London Fire and Civil Defence Authority or a company dealing with fire fighting/surgical equipment, or a doctor whilst working at or from a surgery in the borough.

Note: Only doctors who hold an essential user permit may park in a doctors parking bay.

Terms and conditions

- Complete this form fully and include acceptable proof (see below).
- Permits are not valid on yellow lines, in emergency service bays, in market traders bays, catering bays, in bays designated for a specific reason (eg: loading bays) or in a suspended parking bay.
- Permits can only be issued to vehicles that do not exceed 2.3 metres in height or 5.25 metres in length.
- The permit is only valid on vehicles that hold a current road fund licence (tax disc).
- Permits will not be issued to applicants with outstanding unchallenged Penalty Charge Notices.
- The user is responsible for ensuring the permit is activated when the vehicle is parked on official duty. Vehicles parked in a parking bay without a valid and 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.
- We will not process incomplete or inaccurate application forms.

Acceptable proof

You must send us:

- a photocopy of the vehicle's V5 Log Book, or a photocopy of the vehicle rental or lease agreement, or
- 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.

You must also include a photocopy* of the vehicle's insurance certificate proving cover for business use.

* 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