Library Visitor Parking
Permit Application Form

General Notes

Each visitor permit will entitle the user to park the vehicle in a permit parking bay in the controlled parking zone covered by the permit. All terms of use must be strictly adhered to in order for the permit to be valid.

Residents are limited to a maximum purchase of 5 visitor permit books per application if collecting from the library.

Visitor permits are not subject to refunds.

Please send postal application to:
LBWF Parking Control Office
PO Box 9319
London
E17 7RX

Telephone Enquiry Line:
0203 092 0112 select option 3
Lines Open:
Monday - Friday 9:00am – 5pm

Incomplete or inaccurate application forms will not be processed.

Terms of use and how to apply for Visitor Parking Permits

- The applicant must either be full time resident or represent a business that is operating within the borough of Waltham Forest.
- Each visitor permit will only permit the driver to park for the maximum duration that is shown on the front of the permit.
- A maximum of two permits can be displayed at any one time but the second permit must be validated with the time the first permit expires. In CPZs that have operational hours in excess of 10 hours per day the display of 2 correctly validated 5-hour visitor permits will cover the whole day.
- Any attempt to alter any of the details on the permit will render it invalid.
- This permit is valid only on passenger and goods vehicles up to 1950 g.v.w. that does not exceed 2.3metres in height or 5.25 metres in length.
- The permit is only valid on vehicles that hold a current road fund licence.
- Visitor permits will not be valid on yellow lines, in emergency services bays, Market Traders Bays (MT), Catering Bays (CAT), in short stay bays, PayByPhone or Pay & Display only bays, car parks, in bays designated for a specific reason (for example: loading bays) or in any bay that has been suspended.
- It is the users' responsibility to ensure that the permit is correctly validated and is clearly displayed on the vehicle associated with the permit. Full instructions can be found on the reverse of the permit.
- Any vehicle not displaying a valid permit may be issued a Penalty Charge Notice (PCN) and may be subjected to further enforcement action.
- The issue of a permit does not guarantee the user a parking space.
- Residents are permitted to purchase a maximum of 10 visitor permit books per address per 12 month period.
- For residents: Households with infants up to 3 months old or with a minimum of 1 resident over the age of 60 will automatically be entitled to one book of 30 ‘one hour visitor parking permits’ per year.
- The Council has the right to suspend parking at any time.

Before filling in this form ensure you have read and noted the contents of this application, particularly the terms of use. This form may be used to prevent fraud.

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other………………………………………….

Company name and registration number (if applicable)………………………………………………………………………………………………………………………….

Surname ................................................................................................................. Forename .................................................................................................................

Address ........................................................................................................................................................................................................
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Email address........................................................................................................................................................................................................

Contact telephone number........................................................................................................................................................................................................

For postal applicants: You will be contacted by either email or telephone should we have any queries regarding your permit application.

For business applicants it is compulsory to provide the name of the senior manager of the organisation, with full contact details, who will assume responsibility for the use or any misuse of the visitor permit.
Resident visitor permits I wish to apply for:

- Book of 30 1 hour visitor permits
- Book of 20 2 hour visitor permits
- Book of 10 5 hour visitor permits
- Book of 30 1 hour visitor permits (60+)
- Book of 30 1 hour visitor permits (Baby)

Residents can purchase a maximum of 5 permit books per application from libraries.

Business visitor permits I wish to apply for:

- Book of 30 1 hour visitor permits
- Book of 20 2 hour visitor permits
- Book of 10 5 hour visitor permits

Businesses can purchase a maximum of 10 permit books per application from libraries (all zones by order only).

Proof Seen: (tick as appropriate)

- Utility Bill
- Driving Licence
- Passport
- Council Tax
- Birth Certificate
- Other

Payment Method: (tick as appropriate)

- Credit/Debit card
- Pre-pay (residents only)

Please note that cash, cheque and postal order payments are NOT accepted.

☐ I have supplied payment for the sum of £……………………………………………………………

Declaration

I declare that all the information is correct and that I agree to the terms of use for the permit:

I understand that it is an offence to re-sell visitor permits

Signed …………………………………………………………………………………………………. Date ……………………………………………………….

A false declaration will invalidate your permit with immediate effect and may lead to prosecution.

Acceptable proof of residency (or business location):

- For residents: two proofs of residency which can include Council Tax bill, mortgage or tenancy agreement or utility bill dated within the last three months showing your OWN name & address.
- For over 60’s free book of permits: proof of residents age will be required
- For babies free book of permits: Birth certificate or hospital birth record will be required

Please provide photocopies as the Council will not accept responsibility for the loss of original documents.

- For businesses: a letter on printed Company Letterhead (with VAT No.) confirming business in CPZ.

For official use only: (Processing officer name…………………………………………………………………………………………………………………)

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