

Parking permit – 15 minutes for school runs

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 school drop-off/pick-up parking permit for controlled parking zone (if known)
 change my car details* report my permit as lost* 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.**

School's name

School's address

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

About your current car

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

If this is a replacement car, tell us your previous car's registration no.

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 and declaration

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.

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

- I take and/or collect a child attending the school named above.
 I shall immediately tell the council if: I no longer take and/or collect a child at this school; I sell or dispose of the vehicle shown on the permit; or if the permit is no longer valid for any other reason.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.
 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.

The 15-minute school parking permit is a virtual permit that, when activated, entitles the user to park their vehicle for 15 minutes in a residential shared use parking bay in the designated controlled parking zone. The permit is vehicle specific and the vehicle must be parked in a parking bay to avoid enforcement action.

Terms and conditions

- Complete the form fully, including proof of ownership and a letter from the school (see below).
- Permits are not valid on yellow lines, in emergency service bays, market trader bays, catering bays, short-stay bays, Pay&Display or PayByPhone bays, in car parks, in bays designated for a specific purpose (eg: loading bays) or in a suspended parking bay. Permits are only valid in the zone shown on the permit.
- 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 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 have a current road fund licence (tax disc).
- Permits will not be issued to applicants with outstanding unchallenged Penalty Charge Notices.
- 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 vehicle is stolen, 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 issue more than 2 foreign vehicle permits per vehicle in a 12-month period.

Acceptable proof

- You must send us a copy of the vehicle's registration document (V5 Log Book) showing **your** name and address, or a copy of the vehicle rental or lease agreement. We will not accept responsibility for the loss of original documents.
- A letter on school-headed paper confirming:
 - attendance of your child or a child that you care for at the school, and
 - that you have been authorised to take/collect that child from that school.

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