

# Parking permit – visitors

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

## Permits for visitors to Waltham Forest residents

### About you

Title    Mr         Mrs         Miss         Ms         Other     Please state .....

Surname\* ..... First name .....

Address .....

Email address\*\* ..... Phone no.\*\* .....

\* Business applicants must give senior manager's name and contact details of a senior manager in the organisation, who will be responsible for the use or any misuse of the visitor permit.

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

Upon submission we will set up a virtual account where virtual visitor permits can be purchased by calling the permit team on 0203 092 0112 option 3.

### Declaration

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

- I have read the important information on the back of this form.
- The information I have given is correct and I agree to the terms of use for visitor parking permits.
- I understand that if this application is fraudulent or if the terms of use are breached, the permits will not be valid and a Penalty Charge Notice and other parking enforcement action will be applied.

Signed ..... Date .....

Send this form, supporting documents and fee to the Parking Control Office.



## Terms and conditions

- You must either be a full-time resident or represent a business based in the borough of Waltham Forest.
- You must include proof of residency or business address within a controlled parking zone (see below).
- Residents are limited to a maximum of 520 hours per address per rolling 12-month period.
- Permits are not valid on yellow lines, in emergency service bays, market traders bays, catering bays, short-stay bays, in 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 permit is valid only on vehicles with a gross vehicle weight of 1,950kg or less.
- 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.

## Acceptable proof

- For **residents**: we need a copy of either your Council Tax bill, mortgage or tenancy agreement or a utility bill dated within the last three months showing your **own** name and address.
- For **businesses**: we need a letter on company-headed paper showing the VAT number and address.
- For the 'over 60s' free permits: we need proof of residency and proof of age. On acceptance, the applicant is entitled to 90 free hours in a rolling 12-month period.
- For the 'new babies' free permits: we need proof of residency and proof of birth, e.g. a birth certificate or hospital birth record. On acceptance, the applicant is entitled to 30 free hours in a rolling 12-month period.
- Send us photocopies as we will not accept responsibility for the loss of original documents.

## 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](mailto: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](mailto:Information.Officer@walthamforest.gov.uk)