

Visitor Parking Scratch Card Application

Name:

Telephone No:

Address:

Estate:

Area:

Postcode:

Visitor Scratch Cards are £ per day

Scratch Cards	Cost
Book of 10	£
Book of 20	£
Book of 50	£

All documents must show your name and address

You must provide the following documents with your completed application form.
Photocopies will be not accepted.

- 1 Proof of residency:** utility bill, council tax bill, tenancy agreement
Please note: All documents being presented for proof of address must correspond to the address on the vehicle documents. In the instance that a resident has bought a new vehicle then the resident must present the transfer of ownership slip
- 2 Proof of identity:** full driving licence, passport, (photo ID)
- 3** If a sublessee, a letter from the leaseholder/owner of property confirming that you are the tenant.

Conditions of use

Please read details below, sign and date the declaration that you understand the conditions of use and any breaches may result in the cancellation or withdrawal of any scratch card(s) issued to you.

- 1 Visitor Scratch cards are issued subject to local conditions and are issued only to tenants and leaseholders of the London Borough of Lambeth (hereinafter called "the Council") and freeholders.
- 2 A Visitor Scratch card is to be used by someone who is visiting someone on an estate, not living on that estate.
- 3 Scratch cards are not to be sold or transferred and shall be used only when someone is visiting the resident concerned.
- 4 A Visitor Scratch card is valid for use only on the specified estate and for the period which it is scratched. The scratch card must have the Estate name or code on the card which accords with the location of the visitor vehicle.
- 5 A parking scratch card allows a person visiting you to park a vehicle only in authorised areas on the estate but the Council cannot guarantee that a space will be available.
- 6 A valid Visitor Scratch card must be clearly displayed by hanging in the driver's side window or on the dash board so that the details may be easily seen.

- 7 Any alteration to the scratch card will render it invalid. Faded or damaged scratch cards which are illegible are also invalid
- 8 Lambeth Housing Services and its contractors and/agents reserve the right to clamp or remove any vehicle parked on its property which does not display a current road fund licence, Statutory Off Road Notice (SORN) or is parked in a designated "No Parking" area.
- 9 The parking of vehicles more than 2.00 metres high, 1.83 metres wide or 4.8 metres long require the express permission of the directorate or the Housing Area concerned.
- 10 The Police or a duly authorised Council Officer may suspend the use of parking spaces.
- 11 The Lambeth Estate resident is responsible for applying for Visitor scratch cards. You can get an application form from your Area Housing Office or by calling the Lambeth Service Centre on 020 7926 6000 between 8am - 8pm Monday to Friday and 10am - 4pm Saturday.
- 12 **Breach of Lambeth Housing Services "Conditions of Use" may result in one or more of the following steps being taken -**
 - **Issue of warning detailing nature of breach**
 - **Wheelclamping**
 - **Removal of vehicle**
 - **Withdrawal of the right to purchase parking scratch cards**

I have read and understood the terms and conditions.

Signature of applicant: _____ Date: _____

Print full name: _____

Please note residents will **not** be eligible for scratch cards under the following condition (which will be checked by your housing office when you apply for scratch cards):

- **Lambeth Council has initiated legal action for nuisance**

Data Protection

The London Borough of Lambeth and its agents will process your information primarily for the purpose of providing parking services to residents.

We may also use your information to prevent and detect fraud and to protect public funds. They will also include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the Borough. We may therefore disclose or request your information to or from the driver and Vehicle Licensing Agency (FDLCA), law enforcement agencies and other organisations such as other local authorities.

We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, parking attendants, auditors and dedicated investigators to record data.

In line with its duty to protect public funds, the Council and its agents will undertake investigations involving the random auditing of vehicles and users who hold a valid parking scratch card to counter suspected fraudulent use of its parking services.

If you wish to complain at the manner in which your personal data has been processed or may be used you should write to the:

Lambeth Services Centre
Housing, PO Box 41091
2nd Floor, Olive Morris House
18 Brixton Hill
London SW2 1XZ

Please take the completed form to the relevant Area Housing Office that will issue the scratch card. For details call the Lambeth Service Centre on 020 7926 6000.

FOR OFFICE USE ONLY

Documents Provided:
(Please tick when verified)

- Household Bill
- Council Tax
- Rent Card/Statement
- Tenancy Agreement
- Passport
- Full Driving Licence
- Vehicle Documents
- Leaseholder/Owners letter

Issued by _____

Date Issued _____

Scratch Card Serial Numbers:

