

Residents Parking, PO Box 9854, Leicester LE3 7BX

Use this form to apply for:

Residents' Parking Permit

Please refer to notes overleaf before filling in this form.

We are unable to issue permits at County Hall.

Part 1: Personal details (BLOCK LETTERS PLEASE)

Title (Mr/Mrs/Miss/Ms) _____ Surname _____ Forenames _____

Address _____

_____ Post code _____

Daytime telephone no _____ E-mail _____

If you are a Blue Badge holder, please supply your blue badge number _____

Part 2: Permit Details

I wish to apply for a residents' parking permit for zone _____

I also wish to purchase _____ books of visitor permits (Max 2 books per residence per calendar month. Each book contains 10 permits, each valid for 1 day. Note, visitor permits are not available in some zones – see zone information sheets)

Prices: Residents' Parking Permit £40, 6 months or less £20, (Low Emission Vehicle £30*, Motorcycles £15, Blue Badge Holders Free), Visitor Permits £5 per book of 10.

Part 3: Vehicle details (one vehicle only per form)

a) Registration No. _____ Make _____ Colour _____

b) Name and address on the vehicle registration document?

Title (Mr/Mrs/Miss/Ms) _____ Surname _____ Forenames _____

Address _____

_____ Post code _____

If this address is not the same as in Part 1 please explain your circumstances below:

Part 4: Payment – THIS PART OF THE FORM WILL BE DESTROYED ONCE PAYMENT IS CONFIRMED

I wish to pay by: Cheque £ _____ (**payable to Leicestershire County Council**)

Credit/debit card Please fill in details below

Please debit my MASTERCARD/VISA/MAESTRO/DELTA/SOLO* card (*delete as appropriate)

(For MAESTRO please use the 18 digit MAESTRO number)

Card number:

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Valid from:

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 Expiry date:

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 Issue: _____

Amount: £

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Name on card:

Mr/Mrs/Miss/Ms*

 Signature:

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Cardholder address

	Postcode:	
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Leicestershire County Council cannot accept responsibility or liability for personal financial details sent by post, or payments sent by post whether cash, cheque, credit/debit card or any other form.

APPLICATIONS FOR PERMITS CANNOT BE PROCESSED UNLESS ACCOMPANIED BY PROOF OF RESIDENCY, VEHICLE REGISTRATION DOCUMENT (V5C) AND THE APPROPRIATE FEE.

- - - PLEASE READ AND SIGN THE DECLARATION OVERLEAF - - -

Part 5: Declaration

- (a) I hereby certify that I am resident at the address shown on the application form. I wish to apply for a Residential Parking Permit in respect of the vehicle specified. I have read the notes below and agree to be bound by the terms and conditions as laid out in 'Operation of Residents' Parking in Leicestershire' (available on our website or on request).
- (b) I understand that any permit issued remains the property of Leicestershire County Council and that the issue of a permit is conditional on my surrendering it to the Council in the event of any of the following:
- Ceasing to be a resident at the given address
 - The vehicle being adapted or used in such a manner that it ceases to be a vehicle conforming to the requirements of the scheme
 - Upon the issue of a duplicate permit
- (c) I undertake to inform Leicestershire County Council immediately if any one of the events specified in sub-paragraphs (i), (ii), or (iii) has occurred.
- (d) I declare that all the information given in and supporting this application is correct and I understand that a false statement may render me liable for exclusion from the scheme and liable for prosecution.
- (e) I declare that any vehicle issued with a permit as a result of this application will not be parked such that it obstructs other residents' accesses and that all relevant drivers will be made aware of this condition.

WARNING

Any person knowingly making a false statement for the purpose of obtaining a Residential Parking Permit is liable to prosecution under section 115(2) of the Road Traffic Regulation Act, 1984, and may be liable to a fine not exceeding £2,500

PLEASE NOTE THAT REFUNDS WILL NOT BE GIVEN FOR PERMITS RETURNED TO LEICESTERSHIRE COUNTY COUNCIL BEFORE THEIR EXPIRY DATE

Data Protection Statement

The personal information you provide on this application form will be used by Leicestershire County Council for parking permit purposes. By signing this application you are consenting to Leicestershire County Council processing this information for the purpose of issuing residential parking permits and operating the residents' parking scheme. Leicestershire County Council may also pass on key data to bodies responsible for auditing and administering public funds, for the purposes of preventing and detecting fraud.

Signed _____ Date _____

Application Notes

This application must be filled in by the person applying for a Residents' Parking Permit. Applications can only be accepted by persons living within the Residents Parking Zone, as defined on the information sheets and plans available on the website or on request.

APPLICATIONS FOR PERMITS CANNOT BE PROCESSED UNLESS ACCOMPANIED BY PROOF OF RESIDENCY, VEHICLE REGISTRATION DOCUMENT (V5C) AND THE APPROPRIATE FEE.

Proof of Residency should have your name and address printed on it, and be dated within the last three months. Acceptable forms are ONE of the following: top part of a bank statement, tenancy agreement, gas, electricity or council tax bill. If proof of residency information is not available please contact the Residents Parking Team for further advice. *Low Emission Vehicles are defined as a petrol, diesel or alternative fuel car registered on or after 1 March 2001 that emits up to 100g/k of CO2 emissions.

Leicestershire County Council will take all due care of documents submitted to them in support of an application. However we cannot take responsibility for any documents lost or damaged in the post. We therefore recommend you send clear scanned, faxed or photocopies of documentation.

Permits will be sent to the address to which they are registered unless otherwise notified to us.

Applicants are advised that Leicestershire County Council may require verification of any of the details on the application form. Anyone attempting to falsify details will render themselves liable to exclusion from this scheme and will be liable for prosecution.

Leicestershire County Council reserves the right to revoke or cancel any permit used in contravention of the conditions laid down in the 'Operation of Residents' Parking in Leicestershire'.

If you have any queries or require further information on residents parking:

Telephone: (0116) 305 5442

Fax: (0116) 305 6618

e-mail: residentparking@leics.gov.uk

Mail: Residents Parking, PO Box 9854, Leicester. LE3 7BX

www: www.leics.gov.uk/parking

Form PA1