

Residents may obtain an off street parking permit for certain identified Council car parks provided that they live in properties adjacent to or close by and who do not have any other parking spaces available for them to use.

Procedure:-

1. Resident's may apply for one Residents' Parking Permits (RPP) per property by submitting a duly completed application form and payment of the charge currently in force.
2. The permit will apply to the specific car park associated with the applying resident, and will only be valid for the resident's vehicle.
3. The permit will show the registration number of the vehicle to which it applies and car park to which it applies together with the expiry date of the permit.
4. The permit must be clearly displayed in the vehicle when it is parked in the car park.
5. Vehicles displaying a valid permit are permitted to park within the car park to which the permit applies without displaying a payment ticket and without time limit.
6. Failure to display the permit will lead to the issue of a Penalty Charge Notice as described in the Traffic Regulation Order currently in force on the car park.
7. The Environmental Protection Group Manager reserves the right to limit the number of Residents' Parking Permits that are issued to best manage the operation of the car park.
8. Permits must be renewed annually in advance of the expiry of the existing permit.
9. Permits will not be issued or be valid without payment of the current charge.
10. Where the permit holder changes the permitted vehicle during the period of validity of the permit, a revised permit must be obtained by application to Parking Services and accompanied by the £5 administration fee.

The Environmental Protection Group Manager reserves the right to refuse to issue Residents' Parking Permit where he considers the issue of a permit to be inappropriate and/or not in the best interests of his management of the car park.



**Residents' Parking Permit
Application Form**

I wish to apply for a Residents' Parking Permit at a cost of £50 per years for the following car park as I have no facility for off street parking at my home.

Please state which Car Park you are applying for

Applicant's Name

Applicant's Address

Post Code Telephone Number

Vehicle Make Model

Colour Registration Number

1. I enclose payment of £50 cheque made payable to Blaby District Council.
2. I enclose a photocopy of proof of residence dated within 3 months of application date. This can be a Utility Bill/Statement, Tenancy Agreement, the top of bank statement. Mobile phone bills are not acceptable.
3. Occupiers of flats/apartments please also include copy of Water Rates/Council Tax bill.
4. Please also include a copy of the Certificate of Motor Insurance for the vehicle showing the VRM of the vehicle & expiry date for the insurance.
5. Payment by card may be made by visiting the Council Offices.

All these documents will be destroyed once the application has been processed.

I understand that the Council considers it necessary to restrict the number of permits that it issues for each car park and that the permit applies solely to the car park for which it has been issued and does not guarantee a parking place.

I understand that the permit must be clearly displayed and that failure to display it will lead to the issue of a Penalty Charge Notice as defined on notices around the car park.

Please complete the declaration overleaf

This authority is under a duty to protect the public funds it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Residents' Parking Permit

Declaration

I certify that I live at the declared address and wish to apply for a permit to park the vehicle described in the car park selected.

I understand that any permit issued to me is conditional on my informing Blaby District Council and surrendering the permit in case of:-

- Moving from the stated address
- Selling the vehicle
- Changing the vehicle (replacement permit charged at £5)
- Adaptation of the vehicle or change in its use so that details given are no longer correct.

I understand that should I lose my permit the issue of a duplicate certificate will be charged at £5 to cover administration costs.

Warning:- Any person knowingly making a false statement to fraudulently obtain a permit is liable to a fine not exceeding **£2500** (Section 115/2 Road Traffic Act 1984)

Signature:-.....**Date:-**.....

The completed application form should be posted to:-

**Parking Services Team
Blaby District Council
Desford Road
Narborough
Leicestershire
LE19 2EP**

Please remember to enclose required proofs of residence and details of the vehicle together with a cheque for £50 made payable to 'Blaby District Council' to cover administration costs as on 1 to 4 overleaf.