

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 on the window screen of the vehicle when 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 Leisure and Regulatory Services 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.
11. Where the owner no longer requires the use of a 12 month season ticket, then it may be surrendered for a refund as per a sliding scale based on the number of months remaining on the season ticket. The ticket must be surrendered to the Council's Parking Team before the refund can be administered and a £5 administration charge will be deducted from the total amount refunded.

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

Name of Car Park	Cost of residents' permit per annum
Weavers Court Car Park, Narborough	£75
Enderby Road & Johns Court Car Park, Blaby	£75
Wigston Road Car Park, Blaby	£75
Leicester Road, Narborough (<i>Selected addresses, please contact the parking department for details</i>)	£75



**Residents' Parking Permit
Application Form**

I wish to apply for a Residents Parking Permit 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:.....

Email:- Telephone Number:.....

Vehicle Make:..... Model:.....

Colour:..... Registration Number:.....

I confirm that the vehicle measures less than 2m width, 5m length and 2m height

Please note that five working days are required to issue parking permits.

Please tick one of the options below according to which payment method you would prefer:

- I enclose a cheque payment of £ made payable to Blaby District Council
- I would like to pay by credit/ debit card at the council offices or over the telephone

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.

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.

(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

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. I understand that if I cancel the permit or require amendments to it, a charge of **£5** is payable to the council.

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 PROOF OF RESIDENCE AND YOUR CERTIFICATE OF MOTOR INSURANCE)

Privacy Notice

The personal information you supply to Blaby District Council in this form will be processed in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (when in force). We may share this information with other council departments, local authorities, government departments or law enforcement organisations to improve service delivery or for the prevention or detection of crime and fraud where the law allows this. Further information on how we handle your personal information can be found here: <http://www.blaby.gov.uk/about-the-council/data-protection/data-protection-notice/>