

Residents Parking Scheme Zone E – Highfields South

Explanatory notes for residents about Domestic parking permits

Please read these notes before applying for a Domestic parking permit(s) and retain for future reference.

These notes are about the following permits:

- Residents parking permit, including free permits for blue badge holders (see page 3),
- Visitors parking permits scratchcards, including free permits for people over 60 (see page 4),
- Visitors parking permits smartcards (see page 5),
- Carers parking permits (see page 6).

Information on how to apply for permits can be found on page 7.

General rules

A domestic parking permit allows you to park a vehicle in any of the designated residents parking bays within the residents parking zone E. The purchase of a permit does not guarantee a parking space will be available at all times.

The parking permit must be displayed on the front of the vehicle to which the permit relates, when parked in a residents parking space. In the case of vehicles having a front windscreen, the permit must be displayed on the inside of the screen and facing forward.

If your friend or relative applies on your behalf you will need to provide a completed and signed application form and a signed letter of authority dated within the last 7 days.

Expiry date

The expiry date for the Highfields South residents parking zone is 30th November each year. To continue to park in the zone you must renew your permit prior to this date.

Extent of Scheme

The Highfields South residents parking scheme – zone E only extends to the properties shown in the table below:

Street	Eligible Properties
Abingdon Road	All properties
Abingdon Walk	All properties
Andover Street	9 – 21 odds 32 – 38 evens
Avon Street	All properties
Bartholomew Street	All properties
Beckingham Road	All properties
Brookhouse Avenue	All properties
Brookhouse Street	All properties
Cedar Road	All properties
Chaucer Street	All properties
Churchill Street	All properties
College Avenue	All properties
College Street	All properties
Conduit Street	44 only
Conifer Close	All properties
Connaught Street	All properties
East Park Road	255 – 345 odds
Evington Footpath	All properties
Evington Place	All properties
Evington Road	1 – 126 (inc.) 129, 131
Glebe Street	All properties
Gordon Avenue	All properties
Gotham Street	All properties
Guilford Street	All properties
Hamilton Street	All properties
Highfield Street	All properties
Hobart Street	All properties
Lincoln Street	All properties

Street	Eligible Properties
London Road	Residents only 50 – 220 evens
Mandora Lane	All properties
Mayfield Road	Evens only
Medway Street	All properties
Mere Road	311 – 319 (inc.) 278, 340
Mill Hill Lane	All properties
Myrtle Road	All properties
Onslow Street	All properties
Oxford Avenue	All properties
Prebend Street	All properties
Saxby Street	All properties
Severn Street	All properties
Seymour Street	All properties
Skipworth Street	All properties
Sparkenhoe Street	35 – 59 odds
St Albans Road	All properties
St James Road	All properties
St James Terrace	All properties
St Peter's Road	1 – 23 odds
St Stephens Road	All properties
Tennyson Street	All properties
Tichborne Street	All properties
Upper Tichborne Street	All properties
Victoria Avenue	All properties
Victoria Terrace	All properties
Welland Street	All properties
Woodbine Avenue	All properties

Residents parking permits

Each vehicle owner/driver of the Highfields South residents parking zone is eligible for one residents parking permit at a cost of £25 for the full year, pro-rata for part year. The fee payable will be 1/12th of £25 for each full and part month left to run on the permit. Blue badge holders can obtain residents permits free of charge (see page 3 for further information).

A permit holder must ensure that a permit does not fall into the hands of non-residents, particularly when vehicles change hands. In the event of a vehicle being taken abroad, or left unlocked in premises not under the permit holder's control, the permit should be removed for safekeeping.

Applying for a residents parking permit

You will need to provide the following documents:

Proof of residency

Please provide copies of original documents or printouts of official electronic documents of **two** of the following documents, showing your name and address in the zone (*Students can provide a tenancy agreement and a letter confirming acceptance on a course from university/college if no other documents are available*)

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Utility bill ¹ | <input type="checkbox"/> Bank statement ¹ | <input type="checkbox"/> Benefits notification letter ² | <input type="checkbox"/> Driving licence |
| <input type="checkbox"/> Telephone bill ¹ | <input type="checkbox"/> Tenancy agreement ² | <input type="checkbox"/> Letter from landlord/owner ¹ | <input type="checkbox"/> Medical card |
| <input type="checkbox"/> Payslip ¹ | <input type="checkbox"/> Council tax bill ² | ¹ Less than 3 months old | ² Less than 12 months old |

Proof of vehicle ownership

Please provide a copy of **one** of the following documents, showing your name and address in the zone

- | | |
|---|--|
| <input type="checkbox"/> DVLA registration certificate V5C | <input type="checkbox"/> Hire agreement |
| <input type="checkbox"/> Insurance document showing your name as a main policy holder or named driver | <input type="checkbox"/> Letter from insurance company confirming that the vehicle is kept at your address |
| <input type="checkbox"/> For company vehicles: letter on company headed paper stating vehicle is kept at your address and a copy of company's motor insurance certificate | |

Blue badge holder's application

Blue badge holders – drivers

A blue badge holder who is **also a driver** and a resident in the zone can obtain a residents parking permit **free of charge** by providing:

- A copy of your blue badge.
- Two proofs of residency showing your name and address in the zone from the list on page 3.
- One proof of vehicle ownership showing your name and address in the zone from the list on page 3.

Blue badge holders – non-drivers

If a blue badge holder is **not a driver**, but a resident in the zone, **one** of the household members (driver of the vehicle) who **lives at the same address** may qualify for **one free** residents parking permit by providing:

- Two proofs of residency for the driver of the vehicle showing the name and address in the zone from the list on page 3.
- One proof of vehicle ownership for the driver of the vehicle showing the name and address in the zone from the list on page 3.
- The blue badge of the blue badge holder (non-driver), who lives at the same address in the zone as the driver of the vehicle.
- One proof of residency for the blue badge holder from the list on page 3, showing the same address as the driver of the vehicle, or
- If the blue badge holder is a child, please provide a copy of Birth certificate confirming connection with a parent (driver of the vehicle).

Renewing a residents parking permit

You do not need to provide proofs of residency or vehicle ownership again, providing that your circumstances have not changed since the last renewal.

Please note:

Leicester City Council reserves the right to check your residency on the council's databases and request proofs of residency and/or vehicle ownership if not satisfied that your circumstances have not changed since the last renewal. Therefore, please allow sufficient time for the renewal of your permit. The Council is not responsible for any penalty charge notices received due to delay.

Applying for a new residents parking permit due to change of vehicle

If you change your vehicle, **the current permit must be returned before a new one can be issued otherwise a charge will be made.** You will need to provide one proof of vehicle ownership from the list on page 3.

Replacing a lost, stolen or defaced residents parking permit

A new permit will be issued free of charge. You do not need to provide proofs again.

Please note:

Leaving the permit in a sold/replaced vehicle is not considered as a loss. Therefore a charge will be made for a new vehicle's replacement permit for the number of full and part months left to run on the permit.

Requesting a refund for a residents parking permit no longer required

To request a refund you will need to return your permit and a cheque refund will be issued by post for the number of full months left to run on the permit.

Visitors parking permits scratchcards

Visitors parking permits are available to residents at a cost of £1.00 per permit. Each resident is permitted up to 15 visitors permits in any consecutive period of 7 days. Vehicles displaying visitors permits can park in any of the designated residents parking bays within the zone E. The permits are scratch cards and are valid for 48 hours after activation.

Residents over 60 can obtain visitors parking permits free of charge.

Visitors parking permits are issued to residents to allow genuine visitors or contractors working on your property to park in the zone. You may not sell or pass visitors permits to

anybody else. If found that visitors permits are not used in accordance with this condition you may lose the right to apply for further permits.

Applying for visitors parking permits

Please provide two proofs of residency from the list on page 3.

To obtain free visitors permits for people over 60, please provide a copy of one of the following documents, showing your date of birth, in addition to two proofs of residency:

Passport One pass Driving licence

Applying for visitors parking permits second and subsequent times during renewal year

You do not need to provide proofs again. You can apply online, by post or in person.

To apply by post please send a signed covering letter and a cheque or a postal order made payable to Leicester City Council (free for people over 60). Permits will be sent to your address within the zone.

5 free visitors parking permits per renewal year

Each **household** is allowed 5 free visitors permits per renewal year. Please provide 2 proofs of residency from the list on page 3 (for first time applications).

Visitors parking permits smartcards

Residents of the Highfields South residents parking zone are able to obtain visitors permits from pay & display machines installed in the zone by using a Visitors permit card (smartcard). Each household is entitled to **one** smartcard.

Two types of permits are available from the smartcard:

- 2-hour free permits.
- 48-hour permits at a cost of £1 (by inserting coins into a pay & display machine).

Both permit types are valid from the time of issue by the pay & display machine, and, therefore, can not be obtained in advance.

A combination of both types of permits up to a maximum of 15 can be obtained from the smartcard in any consecutive period of 7 days. E.g. a resident can obtain seven 2-hour permits and eight 48-hour permits in 7 days; or one 2-hour permit and fourteen 48-hour permits etc.

Smartcards are issued free of charge.

Applying for a smartcard

Your will need to provide two proofs of residency from the list on page 3.

Renewing a smartcard

All smartcards expire at the end of the renewal year (30 November). You can renew your smartcard online, by post or in person.

Replacing a lost, stolen or faulty smartcard

A new smartcard will be issued free of charge. You do not need to provide proofs again. If replacing a faulty smartcard, you will need to return the old card before a new one can be issued.

Carers parking permits

Residents who require regular carer attendance are entitled to one carers parking permit per household. Carers parking permits are issued free of charge.

A carers permit is issued without a vehicle registration number and, therefore, allow any visiting carer to park their vehicle within the resident parking zone.

Applying for a carers parking permit

Please provide a confirmation letter from DWP confirming receipt of one of the following benefits, showing your name and address in the zone and dated within the past 12 months, when applying in person or by post:

DLA middle rate care component

DLA high rate care component

Attendance allowance

Renewing a carers parking permit

You can renew your permit by post or in person. Please complete an Application form for Domestic parking permit(s) and provide above proofs.

Replacing a lost, stolen or defaced carers parking permit

Please apply by post or in person and a new permit will be issued free of charge. You do not need to provide proofs again. If replacing a defaced permit, you will need to return the old permit before the new one can be issued.

Please note:

We will replace the lost or stolen carers parking permit only once in the renewal year.

How to apply

Online

Please visit the following web page to apply for a residents permit or visitors permits:

www.leicester.gov.uk/applypermits

Carers permits can only be applied by post or in person.

By post

Please complete an Application for a Domestic parking permit(s). The form can be downloaded from <http://www.leicester.gov.uk/residents-parking/>. Please send your application to

Customer Services

Leicester City Council
91 Granby Street
Leicester LE1 6FB

Please make cheques or postal orders payable to "Leicester City Council".

In person

Please complete an Application for a Domestic parking permit(s). The form can be downloaded from <http://www.leicester.gov.uk/residents-parking/>. You can apply in one of our Customer Service Centres:

Saffron Customer Services 499 Saffron Lane, Leicester, LE2 6UQ	Monday & Thursday 8.30am – 5pm Friday 8.30am – 4.30pm
New Parks Customer Services 321 Aikman Ave, Leicester, LE3 9PW	Monday, Tuesday & Thursday 8.30am – 5pm Wednesday & Friday 8.30am – 4.30pm
Charnwood Customer Services Merlin Vaz Health & Social Care Centre, 1 Spinney Hill Road, Leicester, LE5 3GH	Tuesday & Wednesday 8.30am – 5pm
Customer Services 91 Granby Street, Leicester, LE1 6FB	Monday, Tuesday & Thursday 8.30am – 5pm Wednesday 9.30am – 6pm Friday 8.30am – 4.30pm

The City Council is under a duty to protect the public funds it administers, and to this end may use the information you provide on the 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.

If you require further information, please see the City Council's website page <http://www.leicester.gov.uk/your-council--services/council-and-democracy/key-documents/nfi-data-matching>.

Approximate positions of parking bays



KEY

- Residents parking
- Shared residents / P&D bay
- P&D bays
- 1 hour free bays
- Day time restrictions
- P&D machines with smart card slot
- P&D machine (no card slot)