Residents Parking Scheme
Zone B – Hazel

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 2),
- Visitors parking permits scratchcards, including free permits for people over 60 (see page 4),
- Carers parking permit (see page 5).

Information on how to apply for permits can be found on page 6.

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 B. 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 Hazel residents parking zone is 31st January each year. To continue to park in the zone you must renew your permit prior to this date.

Extent of Scheme

The Hazel residents parking scheme – Zone B only extends to the properties shown in the table below:

Street	Eligible Properties
Aylestone Road	65 – 101 odds
Brazil Street	9 – 33 odds 12 – 56 evens
Burnmoor Street	7 – 87 odds 10 – 36 evens
Buttermere Street	17 only
Coniston Avenue	1 only
Filbert Street	103 – 189 odds 104 – 112 evens

Street	Eligible Properties
Filbert Street East	1 – 31 odds 2 – 54 evens
Hazel Street	1 – 43 odds 2 – 38 evens
New Bridge Street	48, 62 & 64 only
Sawday Street	1 only 4 – 28 evens
Walnut Street	2 – 30 evens 110 – 144 evens

Residents parking permits

Each vehicle owner/driver of the Hazel 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 for the first time

You will need to provide the following documents when applying in person, by post or online:

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)*

- ☐ Utility bill [1]
- ☐ Telephone bill [1]
- ☐ Payslip [1]
- ☐ Bank statement [1]
- ☐ Tenancy agreement [2]
- ☐ Council tax bill [2]
- ☐ Benefits notification letter [2]
- ☐ Letter from landlord/owner [1]
- ☐ Driving licence
- ☐ Medical card

[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

- ☐ DVLA registration certificate V5C
- ☐ Insurance document showing your name as a main policy holder or named driver
- ☐ Hire agreement
- ☐ Letter from insurance company confirming that the vehicle is kept at your address
- ☐ 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 (you do not need to provide this if the blue badge was issued by Leicester City Council, we will check the details on our database)
- Two proofs of residency showing your name and address in the zone from the list on page 2.
- One proof of vehicle ownership showing your name and address in the zone from the list on page 2.

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:

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- Two proofs of residency for the driver of the vehicle showing the name and address in the zone from the list on page 2.
- One proof of vehicle ownership for the driver of the vehicle showing the name and address in the zone from the list on page 2.
- A copy of 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.

> **Please note:**
> - If the blue badge was issued by Leicester City Council we will be able to verify that you have a valid blue badge on our database and you do not need to bring the blue badge with you.
> - If the blue badge was issued by another Local Authority you will need to bring a copy of the blue badge with you and in addition to the above you will need to provide:
> - one proof of residency for the blue badge holder from the list on page 2, 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 an existing 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 complete an Application for a Domestic parking permit(s) when applying in person or by post. You can also renew your residents permit online.

> **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 may be made.** You will need to provide one proof of vehicle ownership from the list on page 2 when applying in person, by post or online.

Replacing a lost, stolen or defaced residents parking permit

Please apply in person, by post or online and 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 in person or by post 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 B. 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

You will need to provide two proofs of residency from the list on page 2 when applying in person, by post or online.

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 fill in the application form or to provide proofs again. You can apply in person to one of our Customer service centres (see page 6 for addresses). You will need to make a payment (free for people over 60) at the time of application.

Alternatively, you can apply by post (see page 6 for further details on where to apply by post) by sending a signed covering letter and a cheque or a postal order made payable to Leicester City Council (free for people over 60). You can also apply online. Permits will be sent to your address within the zone.

If you wish to continue to apply for visitors permits in the new renewal year, you need to complete and sign an Application for a Domestic parking permit(s). Alternatively you can apply for permits online.

5 free visitors parking permits per renewal year

Each **household** is allowed 5 free visitors permits per renewal year. Please apply by post or in person by providing 2 proofs of residency from the list on page 2 (for first time applications). You can also apply for 5 free visitors permits online.

If you wish to apply for 5 free visitors permits in the new renewal year, you need to complete and sign an Application for a Domestic parking permit(s). Alternatively you can apply for permits online.

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 6 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 in person or by post. Please complete an Application for a Domestic parking permit(s) and provide above proofs.

Replacing a lost, stolen or defaced carers parking permit

Please apply in person or by post 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

In person

You can apply in person to 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
New Walk Customer Services B Block, Welford Place, Leicester, LE1 6ZG	Monday, Tuesday & Wednesday 8.30am – 5pm Thursday & Friday 8.30am – 4.30pm

By post

Please send your postal application to
New Walk Customer Services
Leicester City Council
B Block, Welford Place
Leicester
LE1 6ZG

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

Online

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

https://parkingpermits.leicester.gov.uk/

> **Please note:**
> If you renew your permits online, please allow at least 7 working days prior to renewal date.

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

For any query or concerns regarding the above Residents parking scheme please contact Customer Services Helpline on 0116 252 7000 or alternatively information can be found on the following website www.leicester.gov.uk, click on A-Z, R, Residents Parking Permit Scheme.

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.