



Leicester
City Council

Residents Parking Scheme

Explanatory notes about Maintenance parking permits

Please read these notes before applying for maintenance parking permits and retain for future reference

Maintenance parking permits are issued to properties located in residents parking zones. Landlords, estate agents managing properties, owners or occupiers of business properties, religious or charitable organisations can apply for maintenance permits.

Permits are scratchcards and are valid for 48 hours after activation.

A maintenance parking permit allows you to park a vehicle in any of the designated residents parking bays within the residents parking zone indicated on the face of the permit. To find out your residents parking zone please refer to the 'Residents parking zones - eligible addresses' document, which can be downloaded from the following webpage:

<http://www.leicester.gov.uk/residents-parking/>.

The purchase of permits does not guarantee a parking space will be available at all times.

The parking permit must be displayed clearly on the inside of the windscreen and facing forward.

How many permits can be issued?

Up to 30 maintenance parking permits per property can be issued per year. Permits are sold in batches of 10 (£20 per batch), 20 (£40 per batch) and 30 (£60 per batch).

How to apply

Please visit the following web page to apply online:

www.leicester.gov.uk/applypermits.

You will need to provide the following proofs when applying for the first time.

If you are a LANDLORD, please provide proof of property ownership from the list below. The details MUST show your name and address in the residents parking zone that you are applying for:

- Mortgage statement
(dated within last 12 months)
- Title deed

If you are an ESTATE AGENT, please provide proof of managing the property, e.g. a contract with a landlord.

If you are a BUSINESS or RELIGIOUS/CHARITABLE ORGANISATION, please provide proof of business address, showing the business/charity name and address in the residents parking zone:

- Bank statement (less than 3 months old)
- Utility bill (less than 3 months old)
- Business rates bill (current financial year)
- Building insurance (current)
- Telephone bill (less than 3 months old)
- Schedule of buildings

Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website: www.leicester.gov.uk.