

Explanatory notes about Contractor Parking Permits

Please read these notes before applying for Contractor Parking Permits and retain for future reference

General rules

Contractor permits are available for pay & display and/or residents parking bays. Permits can be purchased for a day, week, 6 months or 12 months.

Contractor permits are only valid Monday to Friday and are not valid on Saturdays or Sundays.

Permits for pay & display bays are only valid during pay & display times or unrestricted hours. They do not allow parking in a pay & display bays during restricted hours, e.g. “No waiting” or “No loading” where applicable.

Permits for residents parking bays are not valid in pay & display bays located in residents parking zones and/or during pay & display hours in shared bays. They also do not allow parking in residents parking bays during restricted hours, e.g. “No waiting” or “No loading” where applicable.

Up to three vehicle registration numbers can be printed on a permit. Only one copy of the permit will be issued. Therefore the permit can be used in one of the vehicles at any given time.

The purchase of permits does not guarantee a parking space will be available at all times, nor does it give a preferential right over someone else who is already parked in a parking bay.

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

Who can apply?

Contractors/builders working on properties located near pay & display bays or residents parking bays can apply for contractor permits. The permit is only valid if continuous need to access the vehicle for tools and supplies is required and where parking a vehicle in a public car park or away from the property would not be feasible to carry out the works.

Permits can only be issued to vans or estate cars. If a permit is displayed in any other vehicle other than a van or an estate car, it becomes invalid and a Penalty Charge Notice may be issued. A **vehicle must also be sign-written** or **have an A4 laminated sign** showing the company details and be clearly displayed on the dashboard.

Day contractor permit

Day contractor permits are issued for one day and valid in a pay & display or residents parking bay as indicated on the face of the permit. The permit costs £20.

After submitting an application you will be required to upload proof of work showing location and dates of work, e.g. schedule of work, contract of work for the date the permit is required.

Weekly contractor permit

Weekly contractor permits are issued for one to six weeks and valid in a pay & display or residents parking bay as indicated on the face of the permit.

Weekly contractor permits are issued for

- 1 week at £100,
- 2 weeks at £200,
- 3 weeks at £300,
- 4 weeks at £400,
- 5 weeks at £500,
- 6 weeks at £600.

After submitting an application you will be required to upload proof of work showing location and dates of work, e.g. schedule of work, contract of work for the dates the permit is required.

6 or 12 months contractor permit

6 or 12 months contractor permits can be used in any pay & display or residents parking bay in Leicester.

6 months permit costs £1,500.

12 months permit costs £2,000.

After submitting an application you will be required to upload the following documents:

Proof of business address showing a business name and address

- Utility bill ¹
- Bank statement ¹
- Schedule of buildings or contents insurance cover ²
- Telephone bill ¹
- Business rates bill ² (¹ Less than 3 months old ² Less than 12 months old)

Proof of ownership for each vehicle

- Company's motor insurance certificate showing business name
- Insurance document showing applicants name/business name and vehicle registration number
- Lease/hire/finance agreement (please also provide your insurance schedule) showing applicants name/business name and vehicle registration number
- DVLA registration certificate V5C showing applicants name/business name and vehicle registration number

Please note:

We may ask for additional proofs to confirm your eligibility for a permit. Therefore, please allow sufficient time for the permit application. The Council is not responsible for any penalty charge notices received due to delay.

Cancelling, refunds, requesting changes to vehicle registration numbers, replacing defaced and lost permits

To request a refund you will need to return your permit. A day contractor permit will only be cancelled and a refund issued if it is returned to us before the valid date printed on the permit. For weekly and 6/12 months permits a refund will be issued for the number of full weeks left to run on the permit from the date we receive your permit.

Please submit an online application by going to www.leicester.gov.uk/applypermits and selecting Cancel Permit, then enter your permit number and PIN number which can be found on the permit letter. After submitting an application, please return your permit by post to

Parking Services
PO Box 8459
Leicester
LE1 8AW

A refund will be issued back to the card used to pay for the permit.

If you need to **change a vehicle registration number on the permit**, please submit an online application by going to www.leicester.gov.uk/applypermits and select Request Replacement, then enter your permit number and PIN number which can be found on the permit letter. After submitting the application please return the permit to us by post to the above address. For 6/12 months permits please also provide proof of ownership for the new vehicle. There is a £10 administration fee for permit replacement. We will e-mail you asking for payment. Once payment is received a replacement permit will be posted to you. Please allow at least 5 working days for the new permit to be reissued from the day we receive your permit and payment.

If your permit is lost, please submit an online application by going to www.leicester.gov.uk/applypermits and select Request Replacement, then enter your permit number and PIN number which can be found on the permit letter. There is a £10 administration fee for permit replacement. We will e-mail you asking for payment. Once payment is received the replacement permit will be posted to you. Please allow at least 5 working days for the duplicate permit to be issued from the day we receive your payment.

If your permit is defaced, please follow the lost permit process above. Please return your permit to us to the above address and the replacement will be posted to you. Defaced permits are replaced free of charge.

If you do not know your permit number and PIN number please email us at parkingpermits@leicester.gov.uk.

How to apply

Please visit the following web page to apply online

www.leicester.gov.uk/applypermits and select Permit Application.

Please submit your application at least 10 working days in advance, otherwise your application may be rejected.

The City Council is under a duty to protect the public funds it administers, and to this end may use the information you provide 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/how-we-work/data-protection-and-foia/how-we-use-information-about-you>