

# Clarendon Park Parking Scheme – Zone K

## 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 the Clarendon Park parking zone from 01/02/2022. Landlords, estate agents managing properties, religious or charitable organisations can apply for maintenance permits.

Permits are vouchers and are valid for 1 hour after activation.

A maintenance parking permit allows you to park a vehicle within the residents parking zone in Zone K.

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?

One booklet of 25 maintenance parking permits per property can be issued per year. A booklet of 25 vouchers cost £25.

### How to apply

Please visit the following web page to apply online:

[leicester.gov.uk/applypermits](https://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:

<input type="checkbox"/> Mortgage statement (dated within last 12 months)	<input type="checkbox"/> Title deed
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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:

<input type="checkbox"/> Bank statement (less than 3 months old)	<input type="checkbox"/> Utility bill (less than 3 months old)
<input type="checkbox"/> Business rates bill (current financial year)	<input type="checkbox"/> Building insurance (current)
<input type="checkbox"/> Telephone bill (less than 3 months old)	<input type="checkbox"/> 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](#).