



# Business parking permit information

Business parking permits are available in the following residents parking zones:

Zone A – Holy Trinity  
Zone B – Hazel  
Zone C – Bede Island  
Zone F – Westcotes

Zone D – Riverside  
Zone E – Highfields South  
Zone L – Rosebery Street

To find out your residents parking zone please go to <https://www.leicester.gov.uk/transport-and-streets/parking-in-leicester/get-a-parking-permit/> and view the eligible addresses under the heading 'Where are the permit zones?'.

If your business is located one of the above residents zones you may be eligible for a business permit.

Permit holders can park in any residents parking bay within the zone indicated on the permit as long as the permit is **clearly displayed in the vehicle**. Please be aware submitting an application or purchasing a permit and waiting for it to be sent is not sufficient for you to park in a resident's bay. **A valid permit must be displayed at all times**. Failure to clearly display a valid permit could incur a Penalty Charge Notice.

Parking spaces are **not** allocated to individual permit holders. Purchasing a permit does **not** guarantee a parking space or space outside the permit holder's premises.

Business permits with a vehicle registration number (VRN) printed on the permit can only be used by business employees. Business permits without VRN can only be used by business employees, genuine visitors to your business or contractors working on your property. Permits cannot be given or sold to anybody else. If found that permits are not used in accordance with this condition you may lose the right to apply for further permits.

Permits do not allow parking in limited waiting bays, pay & display bays, on single or double yellow lines or loading restrictions within the residents parking zone. All parking restrictions must be complied with.

## **Available permits**

Up to four business permits can be issued per property. This can be a combination of:

- **Business permits with a vehicle registration number (VRN) printed on the permit.** A business permit with VRN is valid for one year and costs £100.
- **Business permits without a vehicle registration number printed on the permit.** A business permit without VRN is valid for one year and costs £150.

## **Applying for permits**

Please apply online at [www.leicester.gov.uk/applypermits](http://www.leicester.gov.uk/applypermits).

When submitting a permit application for the first time you will need to upload proofs. Lists of acceptable proofs can be found on page 2.

The following proofs are required:

Permit type	Required proofs
Business permit with VRN	Proof of business address, proof of connection to the business and proof of vehicle ownership
Business permit without VRN	Proof of business address

**Please note**, we may make additional checks to confirm your eligibility and may request additional proofs at any time. Failure to provide these proofs may result in the refusal of the application or invalidation of the current permit. Therefore, please allow sufficient time for your permit application or renewal. We will not be responsible for any Penalty Charge Notices received due to delay.

## ***Proof documents***

We accept the following proof documents:

### **Proof of business address**

Please provide one of the following documents showing a business name and address in the zone:

<ul style="list-style-type: none"> <li>• Utility bill <sup>1</sup></li> <li>• Telephone bill <sup>1</sup></li> <li>• Bank statement <sup>1</sup></li> <li>• Business rates bill <sup>2</sup></li> <li>• Schedule of buildings or contents insurance cover <sup>2</sup></li> </ul>
<p><sup>1</sup> Less than 3 months old      <sup>2</sup> Less than 12 months old</p>

### **Proof of connection to the business**

Please provide one of the following documents showing your name and a business name:

<ul style="list-style-type: none"> <li>• Utility bill <sup>1</sup></li> <li>• Telephone bill <sup>1</sup></li> <li>• Bank statement <sup>1</sup></li> <li>• Business rates bill <sup>2</sup></li> <li>• Payslip <sup>1</sup></li> </ul>
<p><sup>1</sup> Less than 3 months old      <sup>2</sup> Less than 12 months old</p>

### **Proof of vehicle ownership**

Please provide one of the following documents showing your name and a vehicle registration number:

<ul style="list-style-type: none"> <li>• DVLA registration certificate V5C</li> <li>• Insurance document showing your name as a main policy holder or named driver</li> </ul>	<ul style="list-style-type: none"> <li>• Lease/hire/finance agreement (please also provide your insurance schedule)</li> <li>• For company vehicles: letter on company headed paper stating vehicle is used by the business and a copy of company's motor insurance certificate</li> </ul>
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## ***Renewing permits***

If we have your valid e-mail address, we will e-mail you renewal instructions up to 45 days prior to your permit expiry date. If we do not have your valid e-mail address, you will not receive a renewal notification as we do not post them.

## ***Replacing lost or defaced permits***

All permit replacement requests must be submitted online. You will need your permit number and PIN number, which can be found in a letter which came with your permit.

Defaced permits are replaced free of charge. To receive a replacement, please post a defaced permit to Parking Services, PO Box 8459, Leicester LE1 8AW. Once received, we will post you a replacement.

**Please note**, leaving a business permit in a sold/replaced vehicle is not considered as lost and you will have to purchase a new permit.

There is a £10 charge for replacement of lost permits.

**Please note**, only one replacement of lost business permit without VRN will be issued at the discretion of the council. If you lose your permit a second time, we will not replace it and you will need to wait until the permit expires to apply for a new one. Any fraudulent use of permits will lead to enforcement action.

## ***Replacing a business permit with VRN due to change of vehicle***

All permit replacement requests must be submitted online at [www.leicester.gov.uk/applypermits](http://www.leicester.gov.uk/applypermits). You will need your permit number and PIN number, which can be found in a letter which came with your permit.

There is a £10 charge for the replacement due to change of vehicle.

After submitting an online request please return your current permit together with proof of ownership for your new vehicle (please see page 2 for the list of acceptable proofs) by posting it to Parking Services, PO Box 8459, Leicester LE1 8AW. We will contact you for the payment. Once received, we will post you your new permit.

**Please note**, you will not be able to park in the residents parking zone without a valid permit or with the permit with a registration number for your previous vehicle. You will need to park outside of the residents parking zone until you have received and displayed your new permit.

## ***Cancelling permits***

All cancellation requests must be submitted online at [www.leicester.gov.uk/applypermits](http://www.leicester.gov.uk/applypermits). You will need your permit number and PIN number, which can be found in a letter which came with your permit.

After submitting an online request please post the permit to Parking Services, PO Box 8459, Leicester LE1 8AW and a refund (if applicable) will be issued to the card used to pay for the permit for the number of full calendar months left to run on the permit. However if you acquired a new card since paying for the permit, you will need to provide your bank account details:

- Name and surname of the bank account holder;
- Name of the bank;
- Sort code;
- Bank account number

and the refund will be issued to your bank account.

## ***How to contact us***

Parking Services can be contacted by e-mail [parkingpermits@leicester.gov.uk](mailto:parkingpermits@leicester.gov.uk) or by post: Parking Services, PO Box 8459, Leicester LE1 8AW.

## ***Further information***

Further information about parking permits in Leicester can be found at <https://www.leicester.gov.uk/transport-and-streets/parking-in-leicester/get-a-parking-permit/>.

## ***Privacy Notice***

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](http://www.leicester.gov.uk).