

Clarendon Park Residents Experimental Scheme

Parking Permit Information Zone K – Business Permits

From 01/02/2021 To 31/08/2021

To find out if your business address is part of the experimental parking zone please go to <https://www.leicester.gov.uk/transport-and-streets/parking-in-leicester/get-a-parking-permit/>.

If your business is one of the properties in the experimental parking zone you may be eligible for a permit for your vehicle.

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 for 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. Having a permit does **not** guarantee a parking space or space outside the permit holder's business.

Permits cannot be given or sold to anybody else. If found that permits are not used in accordance with the Terms & Conditions 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 on a first come first served basis. This can be a combination of:

- **Business permits with a vehicle registration number (VRN) printed on the permit.**
- **Business permits without a vehicle registration number printed on the permit.**

Applying for permits

Please apply online at 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:

Proofs of business address

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

- Utility bill ¹
- Telephone bill ¹
- Payslip¹
- Bank statement ¹
- Business rates bill ²
- Schedule of buildings or contents insurance cover ²

¹ Less than 3 months old

² Less than 12 months old

Proof of connection to the business

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

- Utility bill¹
- Telephone bill¹
- Bank statement¹
- Payslip¹
- Business rates bill²

¹ Less than 3 months old

² Less than 12 months old

Proof of vehicle ownership

Please provide **one** of the following documents, showing your name, address in the zone and a vehicle registration number:

- DVLA registration certificate V5C
- Insurance document showing your name as a main policy holder or named driver
- Lease/hire/finance agreement (please also provide your insurance schedule)
- Letter from your 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
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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.

There is a £10 charge for replacement of lost business permit without VRN. To receive a replacement, please post a defaced permit to Parking Services, PO Box 8459, Leicester LE1 8AW. Once received, we will contact you for payment/we will post you a replacement.

Replacing a business permit due to change of vehicle

All permit replacement requests must be submitted online at 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 return your current permit together with proof of ownership for your new vehicle by posting it to Parking Services, PO Box 8459, Leicester LE1 8AW. Once received, we will contact you for post you your new permit.

Please note, you will not be able to park in Clarendon Park experimental 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 business permit.

Cancelling permits

All cancellation requests must be submitted online at 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.

How to contact us

Parking Services can be contacted by e-mail 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