



Zone 3 Shakespeare Street, Loughborough

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Tel: 01509 634589

APPLICATION FORM FOR RESIDENTS PREFERENTIAL PARKING PERMITS AND REGISTRATION FORM FOR RESIDENTS VISITORS PERMITS

This application form should only be filled in by the person who is applying for a vehicle permit or visitor permit and lives or operates a business, in the Preferential Parking Scheme Zone 6 (Shakespeare Street , Loughborough)

Streets included in Zone 3:- Shakespeare Street.

Permits for the Zone 3 Shakespeare Street area can be used within the Limehurst Avenue Zone 6 area but **cannot** be used in any of the other Preferential Parking areas in the town.

All 3 parts of this form should be completed by persons applying for a vehicle permit.

Only parts 1 and 3 of this form should be completed when applying for Visitors Permits.

- First Preferential Parking Permits will be issued for a fee of **£20 per annum** to each postal address.
- Second Preferential Parking Permits will be issued for a fee of **£20 per annum** to each postal address.
Note: - Only residents and temporary residents within zone 6 and who own a vehicle are eligible to apply for second permits. A MAXIMUM OF 2 PERMITS PER POSTAL ADDRESS IS ALLOWED.
- Visitor permit books are available at **£5.00** per book of 10. A maximum of 2 books per property per month is normally allowed.
- All permanent Residents & Business Preferential Parking Permits are valid until 31st October 2010
- All Temporary Residents Preferential Parking Permits are valid until the 31st August 2010
- There is an administration charge of **£5.00** for any changes to permit vehicle details. (Refer to form CL1)
- A **£20** charge is made for replacing lost, stolen or spoilt permits (this includes change of vehicle details where the old permit is not returned). (Refer to Form CL1)

Part 1 Personal details: (BLOCK LETTERS PLEASE)

(To be completed by all applicants)

Surname (Mr/Mrs/Miss/Ms) _____ Forenames (in full) _____

Address permit will be registered to _____

Post code _____ Telephone (Home) _____ Business _____

Mobile No. _____ Email _____

Are you a: - Permanent resident Temporary resident Business

Are you a:- Disabled resident and require a permit allowing you to park within the disabled bays in zone 6

Please supply your blue badge number _____

If you are a temporary resident and applying for a yearly permit you must supply your permanent address and telephone number details below.

Permanent home Address _____

Permanent home Telephone No _____

- **PLEASE ENCLOSE PROOF OF RESIDENCY. (Proof of residency must be dated within the last 3 months).** Acceptable proof, **ONE** of the following, (Top part of a Bank Statement, Gas or Electricity bill, Council Tax bill or Tenancy agreement). All proof must have **your** name and address printed on it.
- Where '**proof of residency**' information is not immediately available then please contact Charnwood Borough Council for further advice.

continued overleaf

I wish to register / apply for (please tick as appropriate):

A Permanent Residents Permit First permit (£20 fee) Second permit (£20. fee)
(Valid until 31st October 2010)

A Temporary Residents Permit First Permit (£20 fee) Second Permit (£20. fee)
(Valid until 31st August 2010)

A Business Preferential Parking Permit First Permit only available (£20. fee)
(Valid until 31st October 2010)

- **Visitors Permits:** - You must register and be a resident within the zone 3 to be eligible for visitor permit books.
Note: - A maximum of 2 books per property per month is allowed.

Please provide: 1 book (£5 fee) 2 books (£10 fee)
(Each visitor permit book contains 10 vouchers each valid for 1 days parking)

APPLICATIONS FOR PERMITS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE APPROPRIATE FEE.

Part 2 Vehicle Details (One Vehicle only per form)

Only to be completed by preferential parking permit applicants.

Applications for permits will only be processed if accompanied by the V5 registration document for the vehicle. (Please enclose Vehicle registration Document V5, clear scanned, faxed or photocopies are accepted)

a) Registration number _____

b) Make _____ Model _____ Colour _____

c) What is the name and address on the vehicle registration document?

Surname (Mr/Mrs/Miss/Ms) _____ Forenames (in full) _____

Address _____

_____ Post code _____

If the address is not the same as Part 1 please explain your circumstances below.

Part 3 Declaration by Applicant

I UNDERSTAND THAT I MUST SURRENDER THE PERMIT IF I CHANGE MY VEHICLE OR MOVE FROM THE DECLARED ADDRESS IN PART 1 BEFORE THE EXPIRY DATE ON THE PERMIT.

I declare that all the information given in the application is correct and I understand that a false statement may render me liable for prosecution.

Signature _____ Date _____

The completed application form should be sent to: **Preferential Parking, Charnwood Borough Council, Southfields, Loughborough, Leics, LE11 2TT** who are administering the scheme on behalf of **Leicestershire County Council**. *All cheques should be made payable to 'Charnwood Borough Council'*
WARNING – ANY PERSONS KNOWINGLY MAKING A FALSE STATEMENT TO FRAUDULENTLY OBTAIN A PERMIT IS LIABLE TO A FINE NOT EXCEEDING £2,500 (SECTION 115/2 OF THE ROAD TRAFFIC REGULATION ACT 1984).

CHECK LIST

1. Have you completed all relevant sections and signed and dated the declaration?
2. Have you included your proof of residency (businesses should provide proof of occupancy)?
3. Have you included your V5 vehicle registration document if applying for a vehicle permit?
4. Have you included a cheque for the correct amount?