



Zone 3 Shakespeare Street, Loughborough

E- mail: preferential.parking@charnwood.gov.uk Tel: 01509 634589

APPLICATION FORM FOR CHANGE OF VEHICLE, LOST, STOLEN OR SPOILT RESIDENTS PREFERENTIAL PARKING PERMIT.

This application form should only be filled in by the person who has changed their vehicle or who has lost, had their permit stolen or spoilt and lives in the Preferential Parking Scheme Zone 6 (Shakespeare Street Area, 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.

Parts 1, 2 and 4 of this form must be completed in all cases. Part 3 of this form must be completed if you have changed your vehicle.

- 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 existing permit vehicle details.
- 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).

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 Other

Existing permit number _____

If you are applying for a change of vehicle are you returning your existing permit?

Yes A **£5** fee is applicable.

No The application will be treated as if the permit has been lost, stolen or spoilt and a **£20** fee will be applicable.

Has your permit been lost, stolen or spoilt?

Yes A **£20** fee is applicable.

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

Part 2 Existing permit vehicle details

a) Registration number _____

b) Make _____ Model _____ Colour _____

continued overleaf

Part 3 New Vehicle Details if applicable

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 4 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 V5 vehicle registration document if required?
3. Have you included a cheque for the correct amount?
4. Have you included your old permit?