



## Zone 6 Limehurst Avenue Area, 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 (Limehurst Avenue Area, Loughborough)**

**Streets included in Zone 6:-** Alfred Street, Bridge Street, Cambridge Street, Charles Street, Gladstone Street, Gladstone Avenue (Private Street), Herbert Street, Howard Street, Limehurst Avenue, (excluding William Lyon Court and the Canal Bank Development), Linden Road, Lower Cambridge Street, (from Toothill Road to Hanford Way), Lower Gladstone Street (Private Street) Meadow Lane ( even No's 30 to 82 odd No's 69 to 99), Rectory Road, Rendell Street, The Tatmarsh, Toothill Road (excluding even No's 68 to 138), and Steeple Court

Permits for the Zone 6 Limehurst Avenue area **cannot** be used in the Zone 6 Shakespeare Street area or 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 31<sup>st</sup> October 2009
- All Temporary Residents Preferential Parking Permits are valid until the 31<sup>st</sup> August 2009
- 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.

Form NA1

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

A Permanent Residents Permit    First permit     (£20 fee)    Second permit     (£20. fee)  
(Valid until 31<sup>st</sup> October 2009)

A Temporary Residents Permit    First Permit     (£20 fee)    Second Permit     (£20. fee)  
(Valid until 31<sup>st</sup> August 2009)

A Business Preferential Parking Permit    First Permit only available     (£20. fee)  
(Valid until 31<sup>st</sup> October 2009)

- **Visitors Permits:** - You must register and be a resident within zone 6 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 include Your V5 vehicle registration document if applying for a vehicle permit?