

Department of Highways, Transportation & Waste Management
County Hall, Glenfield, Leicestershire, LE3 8RJ

Residents Preferential Parking Scheme Zone 1 (Quorn Avenue Area, Melton Mowbary)

Streets included in Zone 1:- Cottesmore Avenue, Fernie Avenue, Quorn Avenue, and Asfordby Road (numbers 14 16 18, 20, 20A, 24, 26, 28 Flats A, B, C and D 32, 36, 38, 40, 42, 44, 82 only)

Service Provisions and your questions answered.

The scheme enables residents and permit holders within the area to park within the appropriate on street parking bays without restriction. The scheme is provided to deter vehicles parking and causing congestion.

- **Residents Preferential Parking Permits**
- **Visitors Parking Permits**
- **Essential Visitors Parking Permits**

Your questions answered...

What does a permit allow?

A permit allows you to park a vehicle without restriction in the areas designated for residents preferential parking. **This scheme operates 24 hours a day 7 days a week.**

Are permit holders guaranteed parking within the area of the scheme?

Permit holders are allowed to park without any time restrictions within the designated areas. However the scheme does not reserve places exclusively for each permit holder.

Who qualifies for a Residents Preferential Parking Permit?

Residents with a postal address within the zone area. A **first** parking permit is issued at a charge of £20 per annum with a **second and third** permit available at a cost of £20 each per annum.

How do I apply for a Residents Preferential Parking Permit?

Application forms can be downloaded from the Leicestershire County Council website, parking matters. <http://website/parkingmatters>

Each residence needs to complete an application form and return it with:

- The vehicle registration document and
- Proof of residency (e.g. top part of a bank statement, gas or electricity bill, tenancy agreement or a letter from your solicitor).
- **Proof of residency must be dated within the last 3 months.**
- Where **'proof of residency'** information is not immediately available then please contact Leicestershire County Council for further advice.

Permit Applications:

Applications for first permits should enclose a cheque for £20

Applications for second permits should enclose a cheque for £20

Applications for third permits should enclose a cheque for £20

All cheques should be made payable to 'Melton Borough Council'

Occupiers of flats and shared accommodation may have to check to establish whether or not they have an official and separate postal address prior to application.

Note: a maximum of 3 permits per postal address can only be issued at any one time.

How long are Preferential Parking Permits valid?

All permanent Residents and essential permits are valid until 31st July 2010. **All permits must be returned to Leicestershire County Council if you vacate your premises before 31st July 2010.**

No refunds are available on permits.

How are Preferential Parking Permits issued?

Upon receipt of an application your Residents Preferential Parking Permit will be posted to you together with your returned vehicle registration and proof of residency documents.

Who qualifies for a Visitors Parking Permit?

Residents of a named street within the scheme are entitled to apply for visitors permits which enable bona fide visitors to park within the bays without restriction and are valid for one day only.

How can I obtain Visitors Parking Permits?

To obtain Visitors Permits you must first register as a resident and need to complete an application form which should be returned with proof of residency e.g. top part of a Bank Statement, Gas or Electricity bill or Tenancy Agreement (all proof of residency must be dated within the last 3 months). If applying for a full Residents Preferential Parking permit you are automatically registered for Visitors Permits.

Visitors Permits will be posted to you. They are issued in books of ten and cost £5 per book. **Please note: if you are not registered as a bona fide resident you will not be issued with visitor's permits. (Full payment is required prior to issue).**

Essential Visitors Parking Permits

Permits for **essential visitors** are available under special circumstances, (for example relatives who attend to a resident on a daily basis). All applications for essential permits should be made in writing outlining the circumstances for which a permit is required and will only be issued at the discretion of the Director of Highways, Transportation and Waste Management.

Change of Vehicle, Lost, Stolen or Spoilt Permits

- 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).

Please note:

APPLICATIONS FOR PERMITS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY THE APPROPRIATE FEE, PROOF OF RESIDENCY AND VEHICLE REGISTRATION DOCUMENT WHERE REQUIRED.

A more detailed plan showing the properties included in the scheme can be viewed on the Leicestershire County Council website, parking Matters. <http://website/parkingmatters>

If you have any queries / require further information on Residents Preferential Parking please telephone (01664) 502502 or alternatively you may write to:

***Customer Services
Melton Borough Council
Council Offices
Nottingham Road
Melton Mowbray
LE13 0UL***

or email: customerservices@melton.gov.uk