

Zone 1 Quorn Avenue Area, Melton Mowbray

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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 1 (Quorn Avenue area, Melton Mowbray).

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).

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.
 - Third Preferential Parking Permits will be issued for a fee of **£20 per annum** to each postal address.
Note: - Only residents within zone 1 and who own a vehicle are eligible to apply for second and third permits.
- A MAXIMUM OF 3 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.
 - First Residents & Business Preferential Parking Permits are valid until 31st July 2010.
 - Second and Third Residents Preferential Parking Permits are valid until the 31st July 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 Business

Are you a: Disabled resident and require a permit allowing you to park within the disabled bays in zone 1

Please supply your blue badge number _____

- **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 Leicestershire County Council for further advice.

Form NA1

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

A First Residents Permit (Valid until 31st July 2010) First permit (£20 fee)

A Second or Third Residents Permit (Valid until 31st July 2010) Second Permit (£20 fee) Third Permit (£20 fee)

A Business Preferential Parking Permit (Valid until 31st July 2010) First Permit (£20 fee) Second Permit (£20 fee)

Visitors Permits: - You must register and be a resident within zone 1 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: **Residents Preferential Parking, Melton Borough Council, Council Offices, Nottingham Road, Melton Mowbray Leicester, LE13 0UL** who are administering the scheme on behalf of Leicestershire County Council *All cheques should be made payable to 'Melton 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?