

Part 3: Declaration

- (a) I hereby certify that the business' place of trading is the address shown on the application form. I wish to apply for a Generic Workplace Permit. I have read the notes below and agree to be bound by the terms and conditions as laid out in 'Operation of Permit Parking in Leicestershire' (available on our website or on request).
- (b) I understand that any permit issued remains the property of Leicestershire County Council and that the issue of a permit is conditional on my surrendering to the Council the permit in the event of the business ceasing to trade from the address given
- (c) I undertake to inform the issuing authority immediately if the event specified in paragraph (b) has occurred.
- (d) I declare that all the information given in and supporting this application is correct and I understand that a false statement may render me liable for exclusion from the scheme and also liable for prosecution.

WARNING

Any person knowingly making a false statement for the purpose of obtaining a Residential Parking Permit is liable to prosecution under section 115(2) of the Road Traffic Regulation Act, 1984, and may be liable to a fine not exceeding £2,500

PLEASE NOTE THAT REFUNDS WILL NOT BE GIVEN FOR PERMITS RETURNED TO LEICESTERSHIRE COUNTY COUNCIL BEFORE THEIR EXPIRY DATE

Data Protection Statement

The personal information you provide on this application form will be used by Leicestershire County Council for parking permit purposes. By signing this application you are consenting to Leicestershire County Council processing this information for the purpose of issuing residential parking permits and operating the residents' parking scheme. Leicestershire County Council may also pass on key data to bodies responsible for auditing and administering public funds, for the purposes of preventing and detecting fraud.

Signed _____ Date _____

Application Notes

This application must be filled in by an authorised representative of the business for which the application is for. Applications will only be accepted on behalf of businesses having a postal address within the workplace parking zone, as defined on the information sheets and plans available on the website or on request.

APPLICATIONS FOR PERMITS CANNOT BE PROCESSED UNLESS ACCOMPANIED BY PROOF OF BUSINESS ADDRESS AND THE APPROPRIATE FEE.

For proof of business address a sheet of headed notepaper is acceptable. If proof is not available then please contact the Residents Parking Team for further advice.

Leicestershire County Council will take all due care of documents submitted to them in support of an application. However we cannot take responsibility for any documents lost or damaged in the post. We therefore recommend you send clear scanned, faxed or photocopies of documentation.

Permits will be sent to the address to which they are registered unless otherwise notified to us.

Applicants are advised that Leicestershire County Council may require verification of any of the details on the application form. Anyone attempting to falsify details will render themselves liable to exclusion from this scheme and will be liable for prosecution.

Leicestershire County Council reserves the right to revoke or cancel any permit used in contravention of the conditions laid down in the 'Operation of Residents' Parking in Leicestershire'.

If you have any queries or require further information on residents parking:

Telephone: (0116) 305 5442
Fax: (0116) 305 6618
e-mail: residentparking@leics.gov.uk
Mail: Residents Parking, PO Box 9854, Leicester. LE3 7BX
www: www.leicestershire.gov.uk

Form WPA1