



## **Residents' Preferential Parking Zone 4 (Lisle Street Area, Loughborough)**

### **Streets included in Zone:**

Derby Road (odd numbers only 107 to 151)  
Edward Street, Grange Street and Lisle Street (excluding Canal House)

### **Permit availability:**

The following information is intended as a guide only. For a full description of the operation of permit parking, please refer to the document 'Operation of Permit Parking' on the Leicestershire County Council website: <https://www.leicestershire.gov.uk/parking-schemes>.

Residents' parking enables permit holders to park within the on-street parking bays in a particular zone without restriction. It is provided to deter non-residential vehicles from parking and causing congestion.

The following permits are available:

- Residents' parking permit
- Visitors parking permit
- Trade visitors parking permit
- Essential visitors parking permit
- Business parking permit

### **Frequently Asked Questions:**

#### **What does a permit allow?**

A permit allows you to park a vehicle, without time restriction, within the designated zone. Parking would otherwise be prohibited except in signed bays.

#### **Are permit holders guaranteed parking within the zone?**

Spaces are not reserved exclusively for each permit holder, so a parking space is not guaranteed. There is also no guarantee that any spaces available will be adjacent to the residents' property. However, with the removal of parking by non-permit holders, there is a much greater availability of parking space.

#### **Who qualifies for a residents' parking permit?**

Residents' with a postal address in the zone area. Up to two permits may be issued for each postal address.

#### **Can I have a permit if I share a house with others?**

Permit allocations are based on postal address. Occupiers of flats or shared accommodation should check with Leicestershire County Council to establish whether they are eligible before making an application.

#### **Do businesses qualify for a residents' parking permit?**

Businesses with a postal address in the zone area qualify for the issue of permits. Up to two permits may be issued for each postal address. If a property is used for residential and business purposes, it is only eligible for the issue of a total of two permits.

#### **For how long are residents' parking permits valid?**

All residents' parking permits are valid for 12 months from the date of issue. All permits, including visitor permits, must be returned to Leicestershire County Council if you vacate your premises before they expire.

#### **What happens if I don't display a valid permit?**

Parking a vehicle in a residents' parking bay, without a valid permit, and for longer than the limited waiting time, may result in the issue of a Penalty Charge Notice.

#### **How do I apply for a residents' parking permit?**

Application forms may be downloaded from the Leicestershire County Council website, 'Parking Matters', or are available on request from the address at the bottom of this page.

Each applicant needs to complete the form and return it with:

- The vehicle registration document (V5)
- Proof of residency (this must be dated within the last 3 months)

Proof of residency may include the top part of a bank statement, gas or electricity bill or tenancy agreement.

Where either or both of these documents are not immediately available, please contact Leicestershire County Council for further advice.

No refunds are available on permits once issued

#### **How are residents' parking permits issued?**

Upon receipt of a valid application, your residents' parking permit will be posted to you together with your original documents. We aim to issue permits within 5 working days of receipt of the valid application.

#### **What do I do if I change my vehicle?**

Please let us know as soon as possible so that we may issue you with a new permit. There is a small administration charge payable. Please see charges page.

#### **What if I have visitors?**

Visitors parking in the residents' parking zone will need to display a valid visitors permit.

Note: within the residents' parking zone there are bays that are subject to a limited waiting facility, visitors may park without a permit up to the time limits specified on the nearby signs.

#### **How can I obtain visitor's parking permits?**

If you are registered as a residents' parking permit holder you are also eligible to buy visitor permits. Permits may be ordered by credit or debit card over the phone or by sending a cheque to the residents' parking team.

Visitor permits are valid for one day only.

#### **Is there a limit to the number of visitor's permits I may buy?**

Visitor's permits are issued in books of ten. A maximum of 2 books per postal address per month is normally permitted. Visitor permits will be posted to you on receipt of the correct fee.

#### **Can I buy visitor permits if I don't have a car?**

If a property's full parking permit allocation is not taken up, other residents' at the property may register in order to purchase visitor's permits only. To register, please submit a completed application form.

#### **What if I need regular care?**

Permits for essential carers are available under special circumstances, for example, if you need care from a relative or professional visiting on at least a daily basis. All applications for essential carer permits should be made in writing outlining the circumstances for which a permit is required and including proof of need. Permits are issued at the discretion of the Director of Environment and Transport, Leicestershire County Council.

#### **How do I know what the current charges are?**

The current charges are available on the website, or on request.

**APPLICATIONS FOR PERMITS WILL NOT BE PROCESSED UNLESS ACCOMPANIED BY PROOF**

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

**Telephone:** (0116) 305 5442

**e-mail:** [residentparking@leics.gov.uk](mailto:residentparking@leics.gov.uk)

**Mail:** Residents Parking, PO Box 9983, Leicester LE3 7DD