

Parking Permit Information Sheet

General

All permits must be displayed on the nearside front windscreen with all the details on the face of the permit clearly visible. They can only be used in the Parking Area shown and this does not guarantee that a parking space will be available. Permits are only valid until the expiry date and must not be used after that date. **Please look after your permit as a £10.00 charge is made for replacements.**

All permits remain the property of Leeds City Council and they must be surrendered when you vacate your property or on the request of an authorised official such as a Council Officer, Police Officer or Civil Enforcement Officer.

A Visitors Permit can only be used by visitors to your property. If it is used for any other reason, a Penalty Charge Notice (PCN) may be issued. This permit facility may be withdrawn if permits are found to have been misused.

Residents Permits are only valid for use on the vehicle for which they are issued. They should be returned to Parking Services at the address overleaf if the vehicle is sold or otherwise disposed of. A Residents Permit can be issued for every vehicle that meets the criteria shown below.

Visitors Permits are issued to your property and not to a particular vehicle and only *one* Visitors Permit is allowed per household. They are to be used when a person visiting you needs to park their vehicle in the permit zone. Please remember to retrieve your Visitors Permit when your visitor leaves.

Business Permits are limited to a maximum of *three* per business and are currently priced at £60.00 each, per annum. They can only be used in the Street shown on the permit.

Residents Permit

Proof of Address:

Please enclose a document that is proof of your address such as a *recent (within 3 months) Tenancy Agreement, a Gas, Electricity or Telephone bill (with name and address on it) or a Rent book*. Photocopies are preferred.

Proof of Vehicle Ownership:

Please enclose a document that has both the *vehicle registration mark* and *your name and address* on it. Examples of this would be the *Vehicle Registration Document (known as the "Log-Book") or the Vehicle Insurance document*. Photocopies are preferred. If you are a student, you can apply for a residents permit even if your vehicle is registered to your permanent home address provided that proof of residency at your Leeds address is supplied.

Visitors Permit

Proof of Address:

Please enclose one of the following - a recent (*within 3 months*) Tenancy Agreement, a Gas, Electricity or Telephone bill (*with your name and address on it*) or a Rent book. Photocopies are preferred.

Business Permit

Proof of Address:

Please enclose one of the following – a recent (*within 3 months*) Tenancy, Leasehold or Mortgage Agreement or a Business Rate Account (*with the business name and address on it*). Photocopies are preferred.

Fee:

The fee for a business permit is currently £60.00 per permit payable annually.

The Council aims to issue permits within 5 days of receiving your completed application form and proof documents. If you have not heard anything about your application after 10 days, please contact the Parking Services section detailed below.

It is the resident's and/or their visitor's responsibility to ensure that they display a valid permit. Failure to do so may result in the issue of a PCN.

We are required by law to protect the public funds we administer. We may share information provided to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

For further information about permit applications, parking issues or parking enforcement please contact:

Parking Services
PO BOX 139
Leeds
LS9 1AA

Telephone: (0113) 395 0050 Monday to Friday 8:30am to 5:00pm
Fax: (0113) 395 0049
E-mail: parkingservices@leeds.gov.uk
Minicom: (0113) 222 4410

Any enquiries regarding the design, layout or restrictions within the zones should be referred to the Highways Services helpline:

Telephone: 0113 222 4407 Monday to Friday 8:00am to 5:00pm
E-mail: highways@leeds.gov.uk

www.leeds.gov.uk/parking