



**Application for Residents Parking Permit**  
**Uppingham**

1. In order to ensure that permits are only issued to eligible residents it is necessary for you to complete the following application form and provide supporting documents.
2. To apply you must be a full time permanent resident at a property included within the scheme and have insufficient off-street parking (driveway/garage) for your parking needs.
3. You must be the registered keeper of the vehicle or where you are the permanent keeper of a company vehicle a letter of authorisation from your employer is also needed.
4. Please refer to the list overleaf for the documents required to support your application.
5. An administrative charge of £40 is levied on each permit issued and a further administrative charge of £40, or such higher charge as the Council may from time to time introduce, will be levied on any subsequent amendment or replacement of the permit and on renewal of the permit. Details of current charges may be obtained from Customer Services Team.
6. A maximum of 2 permits per property may be applied for.

Surname		Forenames	
Address			
Post code		Tel:	Mobile
Previous permit no.	Date of occupancy (new permits only)	No of off street parking spaces at address?	No of permanent residents in household?

Vehicle 1		Vehicle 2		Vehicle 3		Vehicle 4	
Reg. no		Reg. no		Reg. no		Reg. no	
Make		Make		Make		Make	
Colour		Colour		Colour		Colour	

**Declaration**

I certify that I am a full time resident at the declared address, and wish to apply for a residents parking permit for the vehicle(s) specified. I agree to my council tax record to be checked as confirmation of my address. I understand that any permit issued to me is conditional on my informing Rutland County Council and surrendering the permit in the case of: 1. Moving from the declared address, 2. Selling or changing the vehicle & 3. The issue of a replacement permit.

I declare that all the information given in the application is correct and can be checked at any time by Rutland County Council. I understand that a false statement to obtain a permit or to misuse the permit in my possession may lead to prosecution.

Signature..... Date .....

The Audit Commission carries out data matching exercises to assist in the prevention and detection of fraud. These exercises are carried out under the statutory powers granted to the Audit Commission under the Audit Commission Act 2008. Subsequently the Council maybe periodically required by law to provide information to the Audit Commission to enable these exercises to be carried out. Where inconsistencies are revealed by the data matching exercise, further investigation will be undertaken to obtain explanations and take action on instances where fraud is suspected.

Rutland County Council may need to process personal data about its residents in order to deliver certain services. We may use this data to verify applications to other Council services for example, to confirm residency in the County. The Council will always process personal data in a fair and transparent way.

### **Information for Uppingham Residents**

Permit parking bays can be utilised by car owners in full time residence of the following Uppingham roads, have insufficient off-street parking (driveway/garage) for your parking needs where sufficient off-street parking is not available to them:

Adderley Street	Deans Terrace	High St East	High St West	Hillside	Hopes Yard
Leicester Road (odd 1-19) (even 2-30)	London Road	Market Place	North Street East	North Street West	Norton Street
Orange Street	Printers Yard	Queen Street	Reeves Yard	School Lane	Shields Close
Stockerston Rd (even 2 - 28)	South View	Thorpe's Terrace	Todds Terrace	Wades Terrace	

If you have 1 off-street parking space we would only consider issuing you with a permit if you supply us with 2 V5/C documents to prove your need for on-street parking. If you have 2 off-street bays we would only consider issuing you with a permit if you supplied us with 3 V5/C documents to prove your need to park on-street), and so on.

Permit holder's parking bays can be found on the following Uppingham roads:

High Street East (part, check signs)	Leicester Road	North Street East & West	South View
High Street West (part, check signs)	Springback Way	Queen Street	Stockerston Road

The hours of restriction for these parking bays are Monday to Saturday 8:00am to 6:00pm. The bays are accessible to resident permit holders and non-permit holders may park for a maximum 2 hour stay non-return within 2 hours. Disabled badge holders and motorcycles may utilise the bays without time restrictions. Please look out for the relevant signs indicating the on-street Permit Holder's/ Dual Use bays. Your permit does not authorise you to park in any other restricted area on street or any of the Council owned off-street car parks in the town. If you are unable to satisfy the document requirements, you will be unable to get a permit or park as if you were a resident permit holder.

### **Supporting Documents**

For each applicant the following documentation is required to be submitted with this form.

#### **TWO of the following proof of residency:**

- Council Tax (can be checked within Council)
- Council Tax Registration Form (can be checked within Council)
- Electoral Registration (can be checked within Council)
- Driving Licence (copy)
- Solicitor's Completion Letter or tenancy agreement (copy)

#### **ONE of the following as proof of owning or keeping vehicle(s):**

- Copy of DVLA V5/C or new keeper supplement for each vehicle registered at the property
- Letter from employer on company letterhead if company vehicle
- Insurance document showing you as the policy holder, the registration number and address
- Official invoice as proof of vehicle purchase

On renewal or change of vehicle, the existing permit must be surrendered.

For each applicant the	Method of payment:	Credit/ Debit card	Cheque
£40:00	Received	Receipt No.	

# PRIVACY STATEMENT

## Data Protection Information

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which came into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task. For example data may be shared with the Police or security organisations to prevent or detect crime and to counter fraud.

The Audit Commission carries out data matching exercises to assist in the prevention and detection of fraud. These exercises are carried out under the statutory powers granted to the Audit Commission under the Audit Commission Act 2008. Subsequently the Council maybe periodically required by law to provide information to the Audit Commission to enable these exercises to be carried out. Where inconsistencies are revealed by the data matching exercise, further investigation will be undertaken to obtain explanations and take action on instances where fraud is suspected.

## Your Data Rights

In relation to the personal data which we may hold about you, in brief, you have the right to request to be informed, have access or rectify incorrect information. You also have the right to object to or restrict our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request. We will not sell your data or use it for marketing purposes without your consent. We will keep your data for as long as it takes to fulfil our legal obligations under the Traffic Management Act 2004 and subsequent Civil Enforcement Regulations. Data related to parking permits and consultation is generally kept for no longer than 2 years.

### Contact and Further Information

Rutland County Council is the data controller for the personal information you may provide. If you would like more information about how we use your data, please read our Privacy Policy on our website [www.rutland.gov.uk](http://www.rutland.gov.uk).

You can contact us by phone on 01572 722577, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at Data Protection, Catmose House, Oakham, Rutland. LE156HP

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office at [www.ICO.org.uk](http://www.ICO.org.uk).

Rutland County Council may need to process personal data about its residents in order to deliver certain services. We may use this data to verify applications to other Council services for example, to confirm residency in the County. The Council will always process personal data in a fair and transparent way.

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.