



**Application for Residents/Visitors Parking Permit
Cricket Lawns, Vicarage Road and Edmonton Way
areas from 3/6/2024**

In order to manage parking, limit permits, and ensure that permits are only issued to eligible residents with parking needs it is necessary to complete this application form (one form for each permit) and provide documents to prove residence. One of the following documents are required to support your application:

- Council Tax bill (can be checked within Council)
- Council Tax Registration form (can be checked within Council)
- Electoral Registration (can be checked within Council)
- Driving Licence at the property (copy/photo)
- Solicitors Completion Letter or Tenancy Agreement (copy/photo)

To apply you must be a full time permanent resident at an address included in the scheme and should have insufficient off-street parking for the vehicles registered to your address and visitors. These permits can be used on occasional visitors' vehicles. An administrative charge of £55 is levied on each permit issued and a further administrative charge of £55, 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. Additional University of the Third Age (U3A) permits may be bought by hosts for guests for an administration charge of £22 each; they are only valid on the day of scheduled U3A events. Both permits are not transferable to holiday let guests or commuters. Permits last for a year. Up to 2 permits per property may be applied for. Completed form and documents must be supplied by email enquiries@rutland.gov.uk or by post but not in person.

Surname:		Forenames:	
Address:			
Postcode:		Contact number:	Email:
Previous permit code: Renewal date:		Occupancy date (new permits only):	

You can only apply for the Zone in which you live: (Circle the Zone in which you live)

ZONE C - CRICKET LAWNS ESTATE:

- Cricket Lawns, The Dell, The Vale, Bowling Green Close,
- Uppingham Road (Mountpleasant only and only if have no private spaces),

ZONE E - EDMONTON WAY (ALBERTA) ESTATE:

- Edmonton Way, Calgary Crescent, Camrose Close, Banff Close, Claresholm Crescent, Fairview, Jasper Road, Lethbridge Road

ZONE V - VICARAGE ROAD ESTATE:

- Vicarage Road, Peterborough Avenue, St Peter's Close, St Albans Close, Lodge Gardens

Declaration I certify that I am a full time resident at the declared address, and wish to apply for a residents/visitors parking permit. I agree to have my council tax and electoral roll records checked. I accept that permits must be surrendered when I have moved from this address, and when I have received replacement permits. I declare that all the information given in this 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 will lead to the permit being removed and may lead to further action being taken by the Council. Supporting documents may be requested as part of ongoing audit; permits must not be given to commuters for their use, regardless of relationship to the applicant.

Signature..... Date

Disabled badge holders and motorcycles may utilise on-street areas within the zones without time limit but usual rules apply to parking on single and double yellow lines. **On renewal the Council may rely on previously submitted documentation but reserves the right to request up-to-date evidence of eligibility.**

Please email this completed form to enquiries@rutland.gov.uk . You will receive an email payment link, if you cannot email please ensure there is a contact number and we will call for payment. Permit application forms can be collected from Uppingham Library, Oakham Library & Museum or the Customer Services foyer at Catmose LE15 6HP*, or downloaded online at <https://www.rutland.gov.uk/roads-transport-parking/parking/resident-parking-permits> . Permits and application forms will be posted free of charge, please allow sufficient notice for postal delivery and processing. If the applicant is based at an Oakham or Uppingham town centre address, hand-delivery and/or collection of forms or hand-delivery of season tickets may be arranged within reasonable timescales for a charge of £2.75 per individual task. The issuing of a permit does not guarantee a space. Applicants are welcome to drop completed forms in the postbox at the Customer Services foyer and with cheque payment but processing will take longer. Cheques payable to "Rutland County Council D.C." VAT receipts will be issued on request. Sales Orders will not be issued. Duplicate permits will not be issued; one successful application with payment involves the issue of one permit only. *Check <https://www.rutland.gov.uk/> for opening times. Version June 2024

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 may be 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 process personal data in a fair and transparent way. v.2023

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 may be 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. You can contact us by phone on 01572 722577, via email to 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. 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.