



**Application for Residents Parking Permit  
Oakham (Centre) from 3/6/2024**

1. 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 (refer to the list overleaf for the documents required to support your application).
2. To apply you must be a full time permanent resident at an address included in the scheme and **have insufficient off-street parking for the vehicles registered to your address. The Council may withdraw a permit if a property has off-street parking, in the Council's final judgment, contrary to the signed declaration below. A site visit may be required for the Council to judge the property's off-street parking situation.** Permits are not transferable and cannot be used for visitors or holiday let customers.
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. 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. Applications to be submitted to [enquiries@rutland.gov.uk](mailto:enquiries@rutland.gov.uk) or by post but not in person. The permit will be issued for a duration of a maximum of one year.
5. A maximum of 2 permits per property may be applied for up to 4 vehicles on each (with documents).

Surname:		Forenames:	
Address:		Email:	Zone (see over)
Postcode:		Contact number:	
Previous permit code: Renewal date:	Occupancy date: (new permits only)	Number of off-street parking spaces at the address, including garages/ driveway:	Number of vehicles kept permanently at property:

Vehicle 1		Vehicle 2		Vehicle 3		Vehicle 4	
Reg		Reg		Reg		Reg	
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 as I do not have sufficient off-street parking for the vehicle(s). I agree to have my council tax and electoral roll records checked. 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 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.

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

## **Information for Oakham Residents**

Permit parking bays can be utilised by car owners in full time residence on the following Oakham roads. **Applicants must have insufficient off-street parking (driveway/garage) for their parking needs, where sufficient off-street parking is not available to them:**

- ZONE D – Deans Street (D zone permits will be allowed in zone N too).
- ZONE L - Long Row.Cold Overton Road between Long Row and West Road only.
- ZONE N - (Oakham North) Barlow Road (not the cul-de-sac Zone A area), Burley Road (up to & incl. no.41), Deans Street, Finkey Street, Northgate, Melton Road, Westgate & Station Road
- ZONE S - (Oakham South) Brooke Road (up to & incl. no.65), John Street & Providence Chapel, Penn Street, South Street, New Street, Crown Street & Crown Gardens
- INNER ZONE waivers - Crown Walk\*, The Maltings\*, Mill Street\*, Catmose Street\*, Church Passage (off Church Street), Church Street\* (no.3, Flat 5 at no.3, Flat above Public House at no.12, no.18A), Gaol Street\*, Market Place\*, Market Street\*, Westgate Street\*, Melton Road\* & High Street\*. (INNER ZONE waiver permits will be allowed in Zones N and S too)

Resident permit parking bays in the following Oakham roads can be used by vehicles displaying a correct and valid Resident's permit: Barlow Road (but not Zone A Barlow Road cul-de-sac), Brooke Road, Burley Road, Deans Street, Finkey Street, John Street, Long Row, New Street, South Street, Station Road, Penn Street & Northgate. In addition, residents of the areas marked with an asterisk (\*) above will be able to park in limited waiting bays detailed on our website with the exception of Market Place when there is a market, without time limit. Disabled badge holders and motorcycles may utilise the bays without time restrictions on-street. Please look out for the relevant signs indicating the on-street Permit Holder's bays. Your permit does not authorise parking 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. 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. The Council's Parking Policy states that properties which had potential off-street parking opportunity as of 1 April 2022, which are subsequently converted to remove that parking facility will not be eligible for permits.

If you are renting a property from Oakham School, a consideration by the Council is needed as to whether your parking can be accommodated on Oakham School property or car parks.

## **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 showing the Oakham address (copy/photo)
- Solicitor's Completion Letter or tenancy agreement (copy/photo)

### **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.

**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](mailto: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 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 process personal data in a fair and transparent way.

## 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.

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### 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.

