

## **Parking permits**

### **Applying for a permit**

Once you have checked your street is part of the zone you can make an application for a permit. Please download the permit application form and information sheet and follow the guidelines on what is required.

We will require proof of your address and we will accept a tenancy agreement, gas, electric or telephone bill (with name and address on), or a rent book.

We also need a document that has both the vehicle registration and your name and address. An example of this would be the vehicle registration document (log book) or the vehicle insurance document showing your name and address.

We prefer photocopies of these of these documents rather than originals.

If you have not heard anything about your application for a permit after 10 days please contact us.

### **Business permits**

Business permits are only given to authorised businesses in a permit zone. They are limited to a maximum of three per business and cost £50.00 each per year. They can be used to park in permit holder spaces within the zone.

### **NHS permit scheme**

The Council operates a scheme that allows organisations within the NHS to apply for permits that can be used by health care professionals providing an essential service to patients within the residents permit zones and allows certain concessions on parking restrictions within the city centre controlled parking zone.

Please contact the Parking Services office for further information on how to apply.

### **Landlords permits**

Landlords who are part of the Council's Leeds Landlords Accreditation Scheme can apply for permits to use when visiting properties they own or manage that are located within the residents permit zones.

If you are a member of the Leeds Landlord Accreditation Scheme. Please contact parking services for further information on how to apply for a permit.

### **Use of permit**

You must put your permit in your nearside front windscreen so that a parking attendant can see all the details. You can only use it in the parking area shown on the permit and it does not mean that you will get a parking space. You must not use a permit after the expiry date. If you lose your permit you will be charged £10 for a replacement.

### **Please note:**

- You cannot transfer permits between zones
- Permits remain our property and you must give them back if you move or if we ask you to
- If you misuse your permit we may take it from you.

### **Parking**

If you have any enquiries about permits please contact Parking Services, Monday to Friday between 8:30 am to 5:00 pm:

Parking Services  
PO Box 139  
Leeds  
LS9 1AA

Telephone (0113) 395 0050  
Fax (0113) 395 0049  
Minicom 0845 127 0113