

- 1 The Residents' Parking Scheme is available to residents and business operators located inside the designated residents' parking zones.
- 2 The scheme consists of all streets within the boundary of the operating zones for the residents' parking scheme.
- 3 The Residents' Parking Scheme is operational between the hours of 8am and 6pm Monday to Saturday. (The Residents' Parking Scheme does not operate on Bank Holidays).
- 4 Permits are valid for a period of 12 months and the permits are issued annually.
- 5 Permits are issued to a particular vehicle, for a resident who owns a car, motorcycle or light van (up to 60 cwt., 3050 kg unladen weight). Permits are not issued for passenger service vehicles, heavy goods vehicles, caravans or trailers.
- 6 Proof of residency is required before any permit can be issued. We can accept: Current council tax bill or a gas, water, electricity or landline phone bill dated within the last 3 months. Driving licence. Tenancy Agreement. Recent Department for Work and Pensions letter.
- 7 The permit is to be displayed in the nearside of the front windscreen of the vehicle at all times when parked in the residents' parking zone, and all information on the permit must be visible.
- 8 Annual residents' parking permits are valid in City of Lincoln Council Pay & Display car parks excluding Lincoln Central, University of Lincoln, Waterside North, Sessions House (Lincoln College), County Hall and Sewell Road between the hours of 5pm and 9:30am Monday to Saturday and all day Sunday. Bank holidays: 5pm – 9:30am only. **Residents' parking permits do not allow the user to exceed the stated time limit in any limited stay parking areas.**
- 9 The permit is to be returned to the City Council in the case of:
 - a) change of address
 - b) change of vehicle (replacement fee of £5.00)
 - c) damage to permit rendering it unsuitable (replacement fee of £5.00)
 - d) request for refund (refund fee of £5.00)
- 10 The Residents' Parking Scheme does not guarantee the availability of a parking space or a space outside the permit holder's residence.
- 11 Annual visitor permits can be purchased at the same price as residents permits. The resident can purchase any combination of resident/annual visitor permits up to a maximum of 2 permits.

- 12 **Daily visitor permits** – A book of 10 daily visitors permits is issued annually in a 12 month period free of charge, to individual properties, excluding business premises. Please note this is per property not per resident and is only available if it has not already been issued to the property within the last 12 months.

Daily visitor permits, when displayed, are to be scratched to show the relevant parking details or they will be void.

Annual visitor permits and daily visitor permits can only be used for visitors to the resident who applied for the permits. Any misuse including sale, use by commuters or shoppers etc, will automatically lead to the residence losing the facility to use visitor permits.

Visitor permits do not allow the user to exceed the stated time limit in any limited stay parking areas.

Additional daily visitor permits may be obtained at a cost of £17.00 per book of 10. See details of current charges for conditions.
- 13 Failure to display a valid residents' parking permit/visitor permit/temporary permit will incur a penalty charge notice per occurrence.
- 14 Residents receiving visitors for occasions such as wedding receptions or funerals, please refer to the Parking Enforcement Procedures Manual on the Lincolnshire County Council website www.lincolnshire.gov.uk
- 15 Additional information can be obtained from the City Services Section on 01522 873497.
- 16 Residents may only park in the zone printed on their permit.
- 17 Refunds for any remaining full months are available, only if the permit is returned to City Services. An administration fee of £5.00 applies.
- 18 Low Emissions permits are available for vehicles whose CO2 emissions fall within Bands A-C (less than 120g/km), The permit will need to be vehicle specific and a copy of your V5 document (registered to the property), detailing the CO2 emissions will need to be shown.
- 19 Enforcement of the Residents Parking Scheme is carried out by APCOA. To report illegal or inconsiderate parking, please contact Lincolnshire County Council on the following website: <https://www.lincolnshire.gov.uk/parking/parking-enforcement>
- 21 To report suspected misuse of Resident or Visitor parking permits in the Residents Parking Scheme, please email city.services@lincoln.gov.uk, including the location of the vehicle, the date and time of misuse, the permit issue number and vehicle registration number.

Details of Current Charges

Please be aware: We are not available for drop ins at City Hall but by advance appointment only and all permits will be posted, not given out in person. We are therefore encouraging customers to apply/renew online at www.lincoln.gov.uk

Private Residents

1 st residents permit or 1 st annual visitor permit	£26.00
2 nd resident or annual visitor permit	£52.00
Low Emissions Permit (vehicle specific permits only)	£13.00/£26.00

Business Permits

Business or Annual Business Visitor Permits <i>Maximum of two per business and only issued to businesses with no off-street parking in the residents parking zones</i>	£52.00
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Residents of Houses in Multiple Occupation (HIMO's)

Residents or annual visitor permit <i>Permits to HIMO properties will be limited to a maximum of 2 permits per property at a price of £52.00 each</i>	£52.00
Low Emissions Permit (vehicle specific permits only)	£26.00

Guest houses & small hotels

Annual guest permits available on application

Concessions (persons in receipt of income support and certain other means tested benefits/disabled drivers/blue badge holders)

1 st Residents or annual visitor permit <i>(Charges for replacements apply)</i>	No Charge
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Replacement Permits

Change of vehicle, damage or loss	£5.00
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Permit Refunds

Administration Charge	£5.00
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Daily Visitor Permits

£17.00 for a book of 10. Available for residents and businesses located within a residents' parking zone. Maximum of 10 books per year.

For any other queries or for further information contact:

City of Lincoln Council, City Services,
City Hall, Beaumont Fee, Lincoln, LN1 1DD

Telephone: **01522 873 497**

E-mail: city.services@lincoln.gov.uk

Website: www.lincoln.gov.uk



CITY SERVICES

Residents' Parking Scheme *Operating Conditions*



Together, let's deliver
Lincoln's ambitious future