

**Ash Green
Ricoh Arena Event Day
Residents Parking Scheme**

Application Pack

Ash Green (Ricoh Arena) Event Day Residents Parking Scheme

The Ash Green Residents Parking Scheme is designed to ensure that only permitted vehicles will be parked in Ash Green on days when there are football matches or major events at the Ricoh Arena.

It is expected that there will be no more than 25 major events a year and the dates and times of these events will be signed on all of the entrances to the residents parking zones.

This leaflet gives you essential information and guidance about how to apply for a permit. Two application forms are enclosed, but more are available if you need them.

If you wish to park on the street in your zone on an event day then you must make sure that your vehicle displays a valid permit.

You do not have to display a permit if you are parked on your own drive.

A permit looks similar to a tax disc and should be displayed in your windscreen on event days, however it

is suggested that you display it permanently so that you don't forget.

A permit does not allow you to park on yellow lines during their time of operation.

Issued permits will be specific to individual vehicles and will state the vehicle registration number, make, model and zone.

The permit must be clearly visible when a vehicle is parked on the street within its zone on event days.

A permit cannot guarantee a parking space but it will give you permission to park in your zone without being penalised on an event day.

Who can apply for a permit?

See below.

Permits are for 2 years and must be re-applied for before expiry by completing a new application, even if nothing has changed.

At a glance guide

| Permit Type | Max No. of Permits | Proofs |
|--|--|---|
| Resident - passenger motor vehicle, goods vehicle under 5.3 metres in length or 2.25 metres in height and with a maximum of 12 passenger seats and is not drawing a trailer | One per vehicle | You will need to provide proof of where you live and proof that you own or are entitled to drive the vehicle. Permits will be issued for the zone in which you live. Blue Badge holders are advised to apply for a permit. |
| Business | One per vehicle | A letter on business paper, signed by an official and stating that the vehicle is used solely for business purposes whilst parked in the residents parking zone. |
| Visitor | One book of 25 scratch cards per household | Proof of residence is required. |
| Carer/Medical | One per vehicle | Letter from employer required, stating that the vehicle is used solely for Medical/caring purposes whilst parked in the residents parking zone on event days |

How to apply

Residents permit

To receive your permit, or permits, you will need to provide one proof of where you live and one proof of vehicle ownership or permission to use a vehicle.

Proof of where you live

Please provide a **photocopy** of one of the following:

- your last council tax bill
- a utilities (gas, electric or water) bill in you or your spouse's name
- a statement from your bank or credit card company (for security reasons you may hide any personal financial details) showing you live at this address

Proof of ownership or entitlement to use the vehicle

Please provide a **photocopy** of one of the following:

- DVLA Registration Document (V5) which must show your name, address and vehicle details (make, model, VRM)
- a valid insurance certificate, showing you as a named driver, your current address and the vehicle details. A copy of the schedule should be included if the certificate does not show these details.

Note - A cover note is not an acceptable proof of vehicle ownership.

If I drive a lease car

You will need to provide a recent letter from the supplier on their headed paper and signed by them. The letter must also contain the vehicle details and your name and current address.

If I drive a company or pool car

You will need to provide a recent letter on your employer's headed paper, which must be signed by your employer. The letter must show your name, home address and in respect of a company car, the vehicle details. If you are driving a 'pool' car this must be mentioned in the letter. It must grant you approval to drive the vehicle and park it outside your home.

If I drive another car

If you drive a vehicle registered in the name of someone who does not live at the application address, you will need to obtain a signed letter from the registered owner which explains that you are entitled to drive the vehicle and stating your name, the application address and vehicle details. You will also need to present a copy

of a valid insurance certificate showing that you are a named driver and stating the vehicle details.

If I am a Blue Badge holder

You are advised to display a permit during events. Please provide information as described.

If I want a Business permit

If you own a business located in one of the zones and you use a vehicle solely for business purposes you can apply for a business permit - subject to the following conditions.

You must have no off-street parking available and you must be able to prove that you own or lease the vehicle by providing a letter on business paper stating that the vehicle will be used solely for business purposes whilst parked in the residents permit zone. The letter must be signed by an director/owner of the business.

If I want a Medical Professional or Carer's permit

You may apply for an exemption permit for use when on duty.

If you think you, or your carer, qualify for this kind of permit the employer should apply in writing to the address on the back of this pack.

Visitor scratch cards

A free book of visitor scratch cards can be requested by each household.

They can also be applied for by households that don't have a car and won't be applying for an individual permit.

The book will contain 25 visitor scratch cards – this is the number of major Arena events that it is anticipated will be held each year.

Each visitor scratch card will state your zone and be serially numbered so that we know who the visitor is visiting.

If you aren't applying for a residents permit for your own car, but you want a book of visitors permits, you will still need to supply proof of where you live.

The visitors permits will have a four year date range and it will be up to you when and how you use them.

It is important that you submit your application as soon as possible. This will help us to process applications quickly.

Please use the reply paid envelope provided.

Additional information

What if I lose or damage my permit or change my vehicle?

You will need to make a fresh application and provide the relevant proofs. In the case of a change of vehicle you will need to hand in your current permit.

What do I do if I move house?

You should return your permit or permits to us for cancellation. Please return to the address below.

If you move to another zone you will need to apply for a permit for the new zone. This means you will have to fill in another application form and supply all of the information for your new home.

For further information, help filling in the forms or additional forms please contact:

Parking Services on –

024 7637 6434/6568

between 9am and 4pm Monday to Friday (excluding Bank Holidays)

email: dtcs@nuneatonandbedworth.gov.uk

or visit the web site on

[http://www.nuneatonandbedworth.gov.uk/](http://www.nuneatonandbedworth.gov.uk/transport-streets/parking)

[transport-streets/parking](http://www.nuneatonandbedworth.gov.uk/transport-streets/parking)

Where you will find a link to a pdf plan of the zones and additional forms if required.

Nuneaton and Bedworth Borough Council reserves the right to refuse or withdraw permits for households found to be abusing the scheme.

Although you have been sent an application form for residents parking permits, this is without prejudice to the Council's ability to change. The fact that you have been sent an application form does not automatically mean that your property is within the controlled parking zone.

All permits that are reported as lost or stolen and are replaced will be cancelled.

Checklist

Please make sure that you send **photocopies** of your documents - we cannot return originals.

Remember that this is a postal scheme only - parking permits can only be provided to you by post, not in person.

Make sure that you apply now – the sooner we receive your application the quicker we can process it.

All applications will be processed in the order they are received.

Use the reply paid envelope provided.

If you have any difficulty with the form or would like some advice on completing the form, then please contact

**Parking Services, Nuneaton and Bedworth Borough Council,
Town Hall, Coton Road, Nuneaton, CV11 5AA
Tel: 024 7637 6434/6568**