



Derby City Council

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Date	4 <sup>th</sup> October 2022

Dear Parents/Guardians

### **School Safe Haven Zone (SH03/04) – Scheme Confirmation**

You may recall receiving a letter informing you of our intention to introduce a School Safe Haven Zone outside Mickleover Primary. The letter was sent to introduce you to the idea, outline its purpose and conduct some initial consultation to understand if there were any significant objections to conducting a trial.

As no significant objections were received the intention is now to proceed and introduce the Zone with a start date for the new restriction of Monday 7<sup>th</sup> November 2022.

To confirm, the Zone will be introduced on an experimental basis first. This means the new restriction will be temporary for a maximum period of 18 months. A six month period of public consultation will begin at the start and all valid objections will be considered to help decide whether or not to make the Zone permanent.

Details of how to object and engage in the consultation will be made available as regulations require by street notice and public advertisement.

### **IMPORTANT – RESTRICTION DETAILS AND EXEMPTIONS**

Please read the information below to learn more about the new restriction, who can apply for an exemption and the process to follow.

#### **The Restriction**

A 'No Motor Vehicles' moving vehicle order will be introduced along Vicarage Road, from its junction with Park Road to its junction with Farnworth Road. The operational times of the restriction will be between 8.30 and 9.00 in the morning and 3.00 and 3.30 in the afternoon, Monday to Friday. The restriction will be applicable during school term times only and consideration will be given to the use of camera technology if compliance levels require.

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Traffic & Transportation | Communities & Place | Council House, Corporation Street, Derby DE1 2FS  
derby.gov.uk

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You will be able to access the community centre carpark before 8.30am and can leave at any time.

### **Exemptions**

Residents and local businesses who have a vehicle or vehicles registered to an address located within a School Safe Haven Zones can apply for an exemption permit.

**Properties within the blue zone highlighted on the map below are eligible for an exemption permit. Please ensure you check to see if your address falls within the zone before applying for a resident's permit.**

The exemption will give a legal right to drive the registered vehicle into the zone during the scheme's operating times. Please note, that this exemption does not allow the vehicle to stop or park on the school keep clear markings during the school keep clear restriction times.

Emergency service vehicles, when responding to an emergency, will also be exempt but parents, school staff, employees of businesses within the zone, delivery drivers and trades people will generally not be granted an exemption.

### **Special Exemptions**

Special exemptions will be available for blue badge holders requiring access to the Zone and carers for vulnerable residents living within the Zone. Special exemptions will also be available for school staff if regular access is deemed necessary during the operational period of the restriction. Applications for a special exemption will be considered on a case-by-case basis and determined following appropriate validations of status and journey purpose.

### **How to Apply**

You can apply for an exemption by visiting the Derby City Council portal on the MiPermit website:

<https://secure.mipermit.com/derby/Application/ModuleLander.aspx>

### **For residents and local businesses**

1. Navigate to and click on "Safe Haven Permit"
2. If you are not currently registered on MiPermit or you do not have an address linked to your account, please enter your house number and postcode and press "Next"
3. You will need to fill out the application for a "Safe Haven 08 – Mickleover Primary" permit. You will need to provide two forms of documentation: proof of residency and proof of vehicle ownership.
  - a. **Proof of residency**
    - Council tax bill
    - Tenancy agreement
    - Utilities bill
    - Mortgage agreement

#### **b. Proof of vehicle ownership**

- VCS
- Motor insurance documentation

Residents and local businesses who have a vehicle or vehicles registered to an address located within a zone, SH08 (see enclosed plans) can apply for an exemption for that zone. The exemption will give a legal right to drive the registered vehicle into the zone during the scheme's operating times. Please note, that this exemption does not allow the vehicle to stop or park on the school keep clear markings during the school keep clear restriction times.

#### **For special exemptions**

1. Navigate to and click on "Safe Haven Special Exemption Permit"
2. You will need to fill out the application for a "Safe Haven 08 – Mickleover Primary" permit (Please select Safe Haven 08 if you require access to Vicarage Road. You will need to provide two forms of documentation. For carers you will need to provide proof of employment and proof of access to a property in the zone. For those who possess a Blue Badge and require access to the school, you will need to provide a copy of your Blue Badge (front facing) and proof of required access to the school.

##### **a. Proof of employment**

- Employment letter
- Employment ID badge

##### **b. Proof of access to a property in the zone**

- Letter stating resident requires a care visitor (Dr's letter)
- Letter from employer stating the need to access a property

##### **c. Proof of Blue Badge**

- A photocopy or photograph of the front face of the Blue Badge

##### **d. Proof of required access to the school**

- A letter from the school confirming your required access to the school.

#### **How will I know if my application was successful?**

Derby City Council will review and process your application. If the proofs provided are not satisfactory, your application will be rejected, and an email shall be sent notifying you of the reason for rejection. If your application is accepted, you will be notified by email and you will also be able to view your permit on your MiPermit account.

Although permits are free they will be limited so that only essential vehicle movements are made during the short operational periods of the restriction. This is done to protect the safety of children outside the school and to encourage walking and cycling.

If you require any assistance accessing the information or completing the permit application, please contact us by email at [businessdev@derby.gov.uk](mailto:businessdev@derby.gov.uk) or by telephone on 01332 956 940.

More information together with results of the initial consultation and frequently asked questions about the scheme can be found by visiting <https://letstalk.derby.gov.uk>

Kind regards,  
The Traffic and Transportation Team

# Safe Haven 08 – Mickleover Primary : Vicarage Road

