



GUIDANCE NOTES FOR GARNETHILL RESIDENT PARKING PERMIT APPLICANTS



Please retain these guidance notes for future reference

1.0 RESIDENT For the purposes of the scheme a resident is defined as a person whose usual place of residence is within an eligible residential property within the area defined in the relevant traffic order. An applicant will be required to provide documentary evidence of bona fide residential status within the area.

2.0 PROOF OF RESIDENCE Documentary evidence confirming the applicant's current address. Proof must be in the form of **one of the following**: Current Council Tax bill or Gas/Electricity or Land Line Telephone bill dated within the last 3 months. ** see below

3.0 ELIGIBLE RESIDENTIAL PROPERTY An eligible residential property is a dwelling house built or converted, for residential use prior to 1st January 2000. GCC records will be checked to confirm this criterion has been met. However, where this check is inconclusive, the applicant will be required to provide documentary evidence in support of their application (title deeds)

4.0 VEHICLE The vehicle must be registered in the name and address of the applicant, except as provided for in paragraphs 4.1 – 4.4 below. The scheme makes no provision for shared or borrowed vehicles. The vehicle registration document (V5) must be submitted with the application. **see below

4.1 Where the vehicle is a company car, a letter on company headed notepaper, signed by the Company Secretary, **must** be submitted along with the registration (V5), confirming the applicants' exclusive use of the vehicle and the requirement to provide parking for it at applicant's address.

4.2 Where a hire or leasing company owns the vehicle, the hire/lease agreement **must** be submitted, along with a letter from the employer where applicable.

4.3 Where the registration document is unavailable through a recent change of vehicle ownership, a bill of sale or sales invoice for the vehicle **must** be submitted with the application. A quarterly permit will be issued in this instance. The appropriate registration document (V5) will require to be presented with any subsequent renewal application.

4.4 Where the registered keeper name and address shown on the registration document (V5) differ from that shown as the applicant on the permit application, the change of keeper name and address portion of the registration document should be completed prior to submission. GCC Parking Unit will then pass this to the DVLA.

5.0 PERMITS A Resident Parking Permit entitles the holder to park in any parking place within the parking zone shown on your permit, but does not guarantee use of any particular parking bay. The permit should be displayed in such a fashion as to ensure that all relevant details can be read from the footway. Please note that you should continue to pay and display until you have received and are displaying your permit.

5.1 A permit will be valid only within the particular zone for which it is issued. You **must** pay and display when parked in any pay and display place which is outwith your permit zone. A list of streets within your zone will be issued to you with your new permit

5.2 Where a permit is lost or stolen this **must** in the first instance be reported to the Police and then to GCC Parking Unit. An application for a replacement permit **must** be made on the appropriate form. If you find your permit after it is replaced you must return it GCC Parking Unit. An administration fee of £20 will be charged for lost, damaged or stolen permits.

5.3 Where a permit holder changes their car or the registration number of their car, the permit **must** be returned to GCC Parking Unit along with supporting documentation for the new vehicle or registration number. A replacement permit will be issued free of charge.

5.4 At all times the Permit will remain the property of GCC Parking Unit and is to be used solely by the applicant on the vehicle for which it was issued. Should a permit holder no longer reside in the zone for which the permit was issued or dispose of the vehicle, the permit **must** be returned to GCC Parking Unit. A refund will be calculated pro rata in respect of the number of whole calendar months remaining at the time of surrender.

6.0 SUSPENSION OF PARKING PLACES From time to time it may be necessary to suspend parking places for various reasons. Suspensions are indicated by, the placing of "No Waiting/No Loading" cones and the "hooding" of Pay and Display machines where appropriate. Please make sure your vehicle is not parked in a suspended parking place as your vehicle may have to be removed, impounded and a release fee incurred.

7.0 VERIFICATION OF INFORMATION SUPPLIED Glasgow City Council Parking Unit reserves the right to carry out verification checks on any information supplied by the applicant in support of their application for a resident permit.

8.0 REMEMBER

- Complete all sections of the form
- The applicant **must** sign and date the application form
- Allow at least 10 working days for the processing of the application
- A permit does not guarantee the use of any particular bay
- A permit is only valid for use within the zone for which it is issued
- Enclose payment details and all the required supporting documentation

WARNING - In terms of Section 115 of the Road Traffic Regulation Act 1984 any person, who makes a false statement to obtain a parking permit, or with intent to deceive, forges, or alters, or uses or lends to, or allows to be used, or has in their possession any document so closely resembling any such permit as to be calculated to deceive, is guilty of an offence.

**** PLEASE NOTE, YOUR APPLICATION CANNOT BE CONSIDERED IN THE ABSENCE OF THE SUPPORTING DOCUMENTATION.**

APPLICATION FORM RESIDENT PARKING PERMIT

(Complete in BLOCK CAPITALS & BLACK INK Please)

Applicant Details				For Official Use Only			
Title:				Person Code:			
Forename(s):				Zone:			
Surname:				Permit No:			
Address:				Permit Expiry:			
				Issued By:			
Post Code:				Res Check:			
Daytime Tel:		Preferred Contact No.		Date Processed:			
Home Tel:				Mailed:			
Mobile Tel:							
Email Address:							
Vehicle Details							
Registration No:		Make:		Model:		Colour:	
Company Car Y/N:							
Keeper Name:							
Keeper Address:							
Post Code:							
Enclosures Submitted							
Proof of Residence Y/N:		Lease/Hire Documents Y/N:		Company Letter Y/N:			
Registration Document Y/N:		Student Confirmation Y/N:		Payment Y/N:			
See instructions for payment overleaf.							
Payment Details							
3 Months	£36		6 Months	£72		12 Months	£135
Applicants Declaration							
<p>I declare that I have read the Notes and Warning supplied and confirm that:</p> <p>1) My usual place of abode is at the address shown above</p> <p>2) The motor vehicle described above is used and kept by me</p> <p>3) All parts of this form have been completed correctly to the best of my knowledge.</p> <p>4) All relevant enclosures are attached.</p> <p>WARNING: Any person who makes a false statement for the purposes of obtaining a Resident Parking Permit, or who transfers a Permit to a third party or, who uses a Permit which was not issued to them for their sole use, is liable to prosecution.</p> <p>DATA PROTECTION STATEMENT: Glasgow City Council and its agents will process your information primarily for the purpose of providing parking services, however, we may also use your information to prevent and detect fraud and to protect and recover public funds.</p>							
Signed:				Dated:			
For Official Use Only							
Comments/Scanned				Original Docs Returned			
				Documents sent to DVLA			
				System Memo Added			

Instructions For Payment

PAYMENT METHODS

1) BY POST

- Make your Cheque or Postal Order payable to “**Glasgow City Council**”
- For Credit/Debit card payments please indicate on the application form your preferred contact number, thereafter a member of staff will contact you by telephone in order to process your payment.

All postal payments must be sent to:

Glasgow City Council
The Parking Unit
PO Box 25068
Glasgow
G1 1ZE

2) IN PERSON

Payment can be made at:
45 John Street
Glasgow
G1 1JE

Monday – Friday, 9.00am – 5.00pm

3) ENQUIRIES

Any enquiries regarding your application should be made by calling The Parking Unit on 0141-287-4040 (option 3). However, please allow at least ten working days in order to process your application.



GUIDANCE NOTES **RESIDENTS' VISITOR PARKING PERMITS**



Please retain these guidance notes for future reference

Visitor Parking Permits can be purchased by residents of the relevant areas at a cost of £2.00 per Permit from:

**45 John Street
Glasgow
G1 1JE**

One permit covers you for up to 6 hours. The breakdown is Morning 8am - 2pm / Afternoon 12 noon - 6pm / Evening 4pm - 10pm.

Please note that proof of residence will need to be provided when purchasing Visitor Permits.

There will be a limit of 40 Visitor Permits per household per year in certain areas of the city.
No limit in the Garnethill area.

Instructions for use

- Park in Pay and Display/Voucher Bays only. Do not park in Resident's Bays.
- Scratch out the Day, Month and the period to indicate your ARRIVAL time
- Fill out the vehicle registration in the box provided.
- Fold the top edge of the permit and hang it inside the vehicle window nearest the kerb, ensuring that the front of the permit is clearly visible to the Parking Attendant.
- If using more than one Visitor Permit then you must ensure that the relevant period is scratched on each Permit and that they are placed side by side in the above manner.
- Any permit displayed after 4pm on Friday (for areas where restrictions are in place Monday to Friday) or after 4pm on Saturday (for all other areas) will be valid until 10am Monday morning.

IMPORTANT - it is an offence not to display a clearly validated Permit(s) when parking at controlled parking places.