



GUIDANCE NOTES FOR SCOTSTOUN RESIDENT/VISITOR PARKING PERMIT APPLICANTS



Please retain these guidance notes for future reference

Please note that entitlement to a permit cannot be assessed until your application has been submitted and appropriately vetted by the Council, a decision will be advised thereafter.

1.0 RESIDENT A resident is a person who ordinarily resides at an address within the boundary, as defined by the Council.

2.0 PROOF OF RESIDENCE Documentary evidence confirming the applicant's current residential address must be submitted. This must be in the form of one of the following: - current Council Tax or Household Utility bill dated within the last 3 months. Do not send original documents as these will not be returned.

3.0 VEHICLE The vehicle must be registered in the name and address of the applicant, except as provided for in paragraphs 3.1 – 3.4 below. A clear photocopy of the vehicle registration certificate (V5C) must be submitted with the application for a residents parking permit, do not send original documents as these will not be returned. Please note that Glasgow City Council cannot be held responsible for original documentation which is lost in the post.

3.1 Where the vehicle is a company car, a letter on company headed paper, signed by the Company Secretary, **must** be submitted along with a clear photocopy of the vehicle registration certificate (V5C) confirming the applicants' exclusive use of the vehicle and the requirement to provide parking for it at applicants' current residential address.

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

3.3 Where the vehicle registration certificate (V5C) is unavailable through a recent change of vehicle ownership, a clear photocopy of the bill, sales invoice or completed new keeper supplement (V5C/2) for the vehicle **must** be submitted with the application. A clear photocopy of the updated registration certificate (V5C) must be presented within three months of the date of permit issue, failure to do so will result in withdrawal of the permit.

3.4 Where the applicant's name or address differ from that on the vehicle registration document (V5C) then a clear photocopy of the vehicle registration certificate (V5C) should be submitted with sections 6 and 8 completed. A clear photocopy of the updated registration certificate (V5C) must be presented within three months of the date of permit issue, failure to do so will result in withdrawal of the permit.

4.0 PERMITS A Resident/Visitor Parking Permit entitles the holder to park within the restricted parking zone at times when events, which require parking management, are being hosted by Scotstoun Leisure Centre. Events will be notified on the appropriate informative plates, on entering the parking zone. 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 not park within the restricted parking zone whilst events are being hosted unless you have a Resident/Visitor Parking Permit.**

4.1 A Scotstoun Resident/Visitor Permit will only be valid whilst parked within the boundaries of the scheme, as shown on the attached diagram.

4.2 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 £10 will be charged for lost, damaged or stolen permits.

4.3 As a Scotstoun Resident Parking Permit is not vehicle registration specific, there is no requirement to notify this office in the event that you change your vehicle during the lifetime of the permit.

4.4 At all times the Permit will remain the property of GCC Parking Unit and is to be used solely by the applicant/applicants visitors. 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.

5.0 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/Visitor Permit.

6.0 REMEMBER

- Complete all sections of the form
- The applicant **must** sign and date the application form
- Allow up to 10 working days for the processing of the application
- 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.

Application for a Scotstoun Resident / Visitor Parking Permit
Please refer to the guidance notes overleaf before completing this form
(Complete in BLOCK CAPITALS & BLACK INK Please)

| Applicant Details | | | | For Official Use Only | | | |
|--|-------------------------------|-------------|---------------------------------------|------------------------|------------------|--------------|--|
| Title: | | | | Zone: | SCOTSTOUN | | |
| Forename/Surname: | | | | | | | |
| Address: | | | | Permit Expiry: | | | |
| | | | | Issued By: | | | |
| | | | | Res Check: | | | |
| Post Code: | | | | Mailed: | | | |
| Daytime Tel: | | | | Receipt No: | | | |
| Home Tel: | | | | Replacement: | | | |
| Mobile Tel: | | | | Date: | | | |
| Email Address: | | | | | | | |
| Resident Parking Permit Only | | | | | | | |
| Registration No: | | Make: | | Model: | | Colour: | |
| Company Car Y/N: | | | | | | | |
| Keeper Name: | | | | | | | |
| Keeper Address: | | | | | | | |
| Post Code: | | | | | | | |
| Enclosures Required | Council Tax Statement Y/N: | | Utility Bill Y/N: | | | | |
| | V5 Registration Document Y/N: | | Company letter, lease/hire docs. Y/N: | | | | |
| Visitor Parking Permit Only – to be completed by the resident | | | | | | | |
| Enclosure required | Council Tax Statement Y/N: | | Utility Bill Y/N: | | | | |
| Payment Details (see attached Instructions for Payment) | | | | | | | |
| Resident Parking Permit: | Free of Charge | | | | | | |
| Visitor Parking Permit: | £10.00 | Cheque Y/N: | | Credit/debit card Y/N: | | Contact tel: | |
| Applicants Declaration | | | | | | | |
| <p>I declare that I have read the Guidance 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/Visitor Parking Permit 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: | | | |

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 complete the appropriate section on the Permit Application, 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

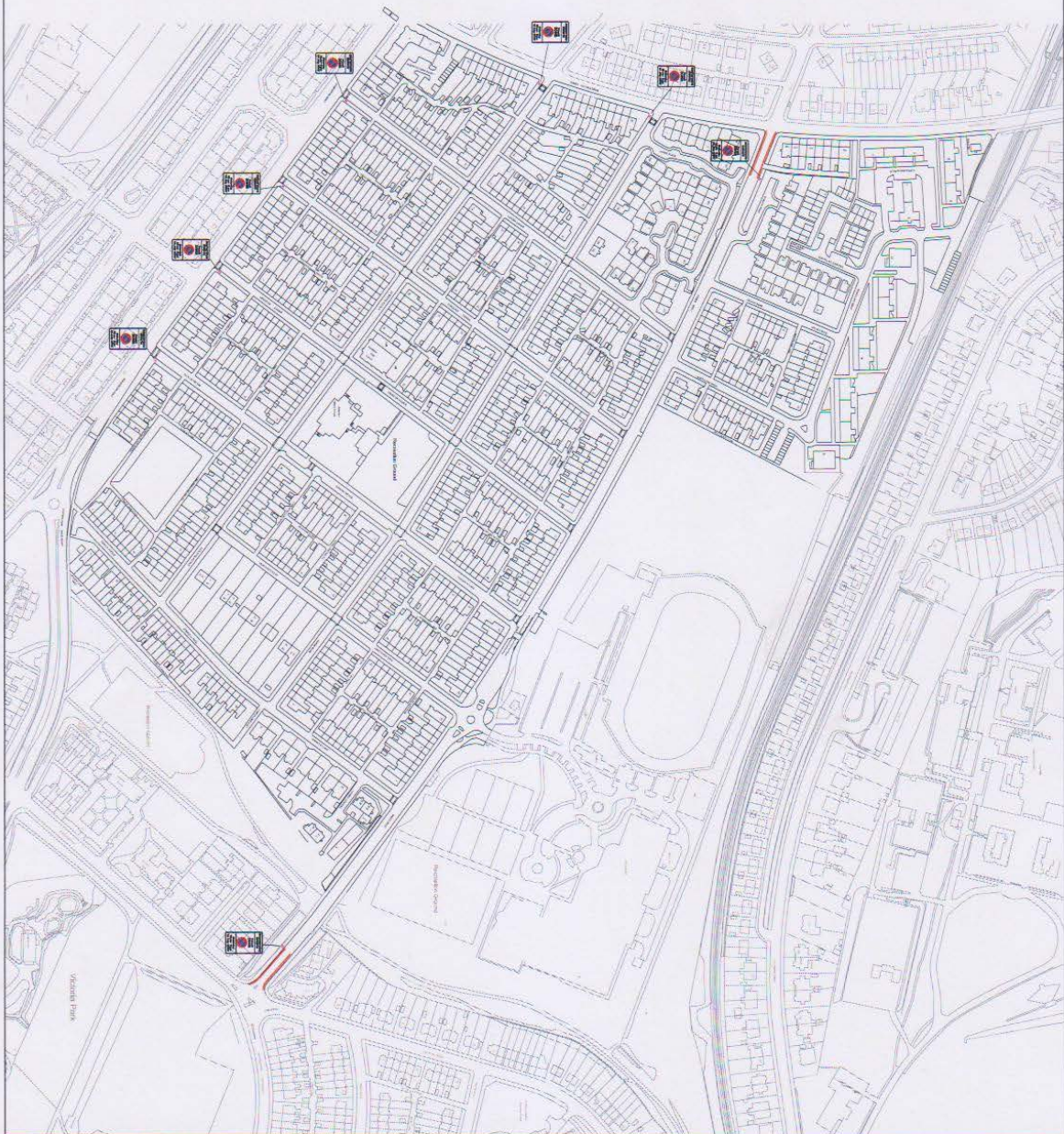
Payment can be made by cash, cheque, postal order or credit/debit card at:

45 John Street
Glasgow
G1 1LY

Mon – Fri 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.



Notes:
 1. This plan is for the proposed Traffic Management Order. It is not a legal document.
 2. The plan is subject to the approval of the Council.
 3. The plan is subject to the approval of the Traffic Management Committee.
 4. The plan is subject to the approval of the Traffic Management Board.

Legend

- No Waiting At Any Time
- General Zone Entry / Exit Signs



Scale
 1:1000

Author
 Robert Booth

Checked By
 Robert Booth

Approved By
 Robert Booth

Date
 1 July 2007

Project No.
 T/224

Project Name
 General Arrangement

Georgiou City Council

Georgiou City Council
 (Traffic Management) Order

General Arrangement

Order No. T/224/07

Order No. T/224

Order No. T/224