



FOR HAMPDEN
RESIDENT/BUSINESS/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 / BUSINESS A resident / business is a person or company who ordinarily occupies an address within the boundary of the Glasgow City Council (Hampden) (Event Day Parking Zone) Order, as defined by the Council.

2.0 PROOF OF RESIDENCE

RESIDENTIAL

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.

BUSINESS

Documentary evidence confirming the applicant's current business address must be submitted. This must be in the form of a copy of your current years Non Domestic Rates bill and an accompanying letter on company headed paper.

VISITORS

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 Residents Parking Permit

3.1.1 A photocopy of your vehicle registration document V5C must be submitted when applying for a Residents Parking Permit. The V5C must show the vehicle registered in your name at the qualifying permit address.

3.1.2 Where a **hire or leasing company** owns the vehicle, a copy of the hire/lease agreement must be submitted instead of vehicle registration document.

3.1.3 Where the vehicle is a **company car**, a letter on company headed notepaper, signed by the company secretary, **must** be submitted along with the vehicle registration document (V5C), confirming the applicants' **sole** use of the vehicle and the requirement to provide parking for it at applicants' address.

3.1.4 Where the vehicle is a **company car** and is **hired/leased** by your employer/company, a copy of the lease agreement and a letter signed by the company secretary **must** be submitted confirming your **sole** use of the vehicle.

3.2 Registration Document (V5) – Changes

- 3.2.1 Where the registration document is unavailable through a recent change of vehicle ownership, a clear photocopy of the bill of sale, 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.
- 3.2.2 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 Hampden. 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 zones whilst events are being hosted unless you have a Resident/Visitor Parking Permit. It is also important that you do not park on the emergency routes both within and out with the zone. These will be signed as “no waiting and no loading during events”.**

- 5.1 A Hampden Permit will only be valid whilst parked within the boundaries of the scheme, as shown on the attached diagram.
- 5.2 Where a permit is lost or stolen this must in the first instance be reported to the Police and then to Glasgow City Council. 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 to Glasgow City Council*. An administration fee of £10.00 will be charged for lost, damaged or stolen permits
- 5.3 As a Hampden 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 10 year lifetime of the permit; you are required only to reapply for a new permit when it expires.
- 5.4 At all times the permit will remain the property of Glasgow City Council and is to be used solely by the permit holder. Should a permit holder no longer reside in the zone for which the permit was issued, the permit must be returned.

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 permit.

Submit your Application by post to:

*** Glasgow City Council
PO Box 25068
Glasgow
G1 1ZE**

Please ensure that you include appropriate photocopy evidence. Glasgow City Council cannot be held responsible for the loss of any original documentation in the post.

If you are applying for a visitors permit and choose to pay by cheque, please ensure the correct amount is written on the cheque. Each visitors permit is £10.00

WARNING: In terms of Section 115 of the Road Traffic Regulation Act 1984, any person who make a false statement of 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 tick Permit Type required:
 Residential **Go to Section 1**
 Business **Go to Section 2**
 Visitor **Go to Section 3**

Please complete this form in
BLOCK CAPITALS AND BLACK INK

Section 1 – Residential Permit

No	First Name	Surname	Vehicle Registration	Vehicle Make	Vehicle Model	Vehicle Colour
1						
2						
3						
4						

Section 2 Business Permit–Names of all relevant employees must be written below and confirmation also on Company letter headed paper

No	Company Name	First Name	Surname	Vehicle Registration	Vehicle Make	Vehicle Colour
1						
2						
3						

Section 3 Visitor Permit (Residential only) – If paying by Credit/Debit card, please ensure a contact telephone number is supplied.

No	First Name	Surname	Number of visitor permits required? (£10 per permit)	Credit/Debit Card Payment *	Cheque enclosed
1				Y / N	Y / N

* An operator will contact you by return, as per the details below

Contact Details

Daytime Tel		Mobile Tel		Home Tel	
Address					
Email Address					

WARNING: Any person who makes a false statement for the purposes of obtaining a Resident/Visitor/Business Parking Permit is liable to prosecution.

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 to protect and recover public funds.

Declaration

I declare that I have read the guidance notes and warning supplied and confirm that:

- 1) I am a resident/business owner of the address shown above.
- 2) The motor vehicle described above is used and kept by me.
- 3) All parts of this form have been completed correctly to the best of my knowledge.
- 4) All relevant enclosures are attached.

Signed:		Dated:	
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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
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.

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File Location:



Notes
 Example signs:



- Controlled Parking Zone (Influence Zone)
- Parking by permit holders only
- Remove existing "20 Plenty" sign and pole and install new 4.2m pole for permit zone and 20 Plenty sign

Rev	Description	Drawn	CHK'd	Date
B04	CHANGERS FOLLOWWORKS CLIENT FEEDBACK	SD	FD	02/12
B03	DESIGN FREEZE	SD	FD	10/12
B02	LOCCOG REVIEW	SD	FD	25/08/11

For Information
 Created for LOCCOG by AECOM.
 Project Title: Influence Zone Detailed Design - All Measures Overview
 Sheet 1 of 2

Access Coordinate:	MANAGEMENT				
Security/Class:	PROJECT				
Drawn:	SD	Checked:	FD	Approved:	PC
Scale:	N/S	Date:	04/07/11	Original Size:	A3
Drawing No.:	HAM_LD01_AEC_PL_0001	Status/Rev:	B04		

Hampden Park

LATMP Stage 3

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