



# SANDYFORD RESIDENT PARKING PERMIT



## GUIDANCE NOTES

Please retain these guidance notes for future reference

**Please note:-**

- Entitlement to a parking permit cannot be assessed until your application has been submitted and appropriately vetted by the Council, a decision will be advised thereafter.

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### 1. RESIDENT

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

### 2. 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. ELIGIBLE RESIDENTIAL PROPERTY

An eligible residential property is a dwelling house built or redeveloped, for residential use prior to 01 January 2000. The Council will carry out checks to confirm this criterion has been met. However, where checks have proved inconclusive, the applicant will be required to provide documentary evidence in support of their application (title deeds).

### 4. 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. This scheme makes no provision for shared or borrowed vehicles. A clear photocopy of the vehicle registration certificate (V5C) must be submitted with the application. Please note that Glasgow City Council cannot be held responsible for original documentation which is lost in the post.

**4.1** 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.

**4.2** 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.

**4.3** Where the vehicle registration certificate (V5C) 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 quarterly permit (3 months) will be granted in this instance. A clear copy of the appropriate registration document (V5C) will be required with any subsequent renewal application.

**4.4** Where the applicants name or address differ from that on the vehicle registration certificate (V5C) then a clear photocopy of the vehicle registration certificate (V5C) should be submitted with sections 6 and 8 completed. A quarterly permit (3 months) will be granted in this instance and a clear photocopy of the updated vehicle registration certificate (V5C) will be required with any subsequent application.

## 5. PARKING PERMITS

A resident parking permit entitles the holder to park in any parking place which displays a zone identifier letter corresponding to that on the permit, but does not guarantee use of any particular parking space. The permit should be displayed in such a fashion as to ensure that all relevant details can be read from the footway. Prior to receiving your permit, you must continue to pay for parking by purchasing and displaying a Pay and Display ticket or by using the RingGo cashless parking facility.

**5.1** You **must** pay for parking by paying and displaying or using the RingGo cashless parking facility if utilising a parking space within a zone, during its chargeable hours, which does not exhibit a zone identifier or exhibits a zone identifier not corresponding to that on the permit issued.

**5.1** Where a permit is lost or stolen this **MUST** in the first instance be reported to the Police and a 'Confirmation of Loss Report' / 'Crime Reference Report' supplied to the 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 the Council. An administration fee of £20 will be charged for lost, damaged or stolen permits.

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

**5.3** At all times the permit will remain the property of the Council 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 the Council. A refund will be calculated pro rata in respect of the number of whole calendar months remaining at the time of surrender.

**5.4** It is important that you take note of the date on which your permit expires. The Council **will not** issue a reminder notification to you upon expiry. Responsibility rests with you to reapply, allowing a minimum of 10 working days processing time. Applications to renew a permit may be submitted up to 20 working days prior to the expiry date notified to you. Failure to allow the Council adequate processing time may result in a gap in your permit history, which means that you will be required to pay for parking by paying and displaying or using the RingGo cashless parking facility during this time.

## 6. SUSPENSION OF PARKING PLACES

The Council may 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. VERIFICATION OF INFORMATION SUPPLIED

The Council reserves the right to carry out verification checks on any information supplied in support of an application for a resident parking permit.

## 8. 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
- Your vehicle will be registered within the particular zone for which you have applied but does not guarantee the use of any particular space
- 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, 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:			
Post Code:				Issued By:			
Daytime Tel:		Preferred Contact No.		Res Check:			
Home Tel:				Date Processed:			
Mobile Tel:				Mailed:			
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:		Payment Y/N:			
Registration Document Y/N:		Company Letter Y/N:					
Is this the renewal of an existing permit? Y/N:							
Payment Details (See instructions for payment overleaf)							
	3 Months	£23.75		12 Months	£85.00		
Applicants Declaration							
<p><b>I declare that I have read the Notes and Warning supplied and confirm that:</b></p> <p>1) My usual place of residence 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><b>WARNING:</b> Any person who makes a false statement for the purpose of obtaining a Resident 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:			
For Official Use Only							
Comments/Scanned				Documentation Returned			
				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**  
**PO Box 25068**  
**Glasgow**  
**G1 1ZE**

#### **2) IN PERSON**

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

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**  
(NOT for use in City Centre Zones, Garnethill or Hillhead)



**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 1LY**

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.**