

RESIDENT PARKING PERMIT GUIDANCE NOTES

In order to qualify for a Residents Parking Permit, you must be:

1. A resident living within a qualifying residential property built or redeveloped for residential use prior to the date shown within the attached [table](#). Not all properties within permit zones are eligible for parking permits. Planning consent for new developments require the developer to provide sufficient off-street parking to support the development. Where a development proceeds without supportive parking, the properties may be considered car free and parking permits denied.
2. A resident living in a qualifying residential property classified as their 'main' property.
3. A resident with a vehicle registered in your name at the residential property, except in the case of company vehicles, see 2.3 below.

On receipt of your Residents Parking Permit application, Glasgow City Council will review your application and advise you of our decision. Please note Resident Parking Permits are now virtual permits therefore there is no longer a requirement for the resident to display a physical permit in your vehicle.

Whilst awaiting the outcome of your application, you should continue to make payment when utilising a parking bay, either by purchasing and displaying a Pay and Display ticket, or by purchasing a parking session through RingGo Cashless Parking.

What information do you need to support your application?

You will need to supply supporting documentation about you, the resident, and about your vehicle.

1. The RESIDENT

- 1.1 You must supply a copy of your current Council Tax bill OR a gas / electricity statement dated within the past three months. Alternative documents to those suggested will not be accepted. Please do not send original documentation as the Council cannot be held responsible for items which are lost in the post.
- 1.2 Where you have recently taken occupancy at the address, as an alternative, we can accept a letter from your solicitor confirming your date of entry or a copy of the relevant section of your lease agreement. Upon receipt of this information, we can offer a temporary permit for 3 months to allow you to update the utility companies and Council Tax offices. Any subsequent application submitted by you must be supported by an updated Council Tax or gas / electricity bill.

2. The VEHICLE

- 2.1 Where the vehicle is registered to you at the qualifying residential address, you must supply a copy of your V5C Registration Certificate.
- 2.2 Where the vehicle is the subject of a personal lease, you must supply a copy of the lease agreement between you and a registered vehicle leasing company. The agreement must show the vehicle registered in your name, to the permit address.
- 2.3 Where the vehicle is a company car registered to your employer, you must supply a letter on company headed paper confirming you have sole use of the vehicle and a copy of the V5C Registration Certificate or lease agreement showing the vehicle registered in the business name.
- 2.4 Where you have recently purchased the vehicle and do not have a V5C Registration Certificate, you must supply a copy of the vehicle purchase invoice or the New Keepers Slip from the V5C. Upon receipt of this information, we can offer a temporary 3 month permit to allow you to update the DVLA. Any subsequent application submitted by you must be supported by an updated V5C Registration Certificate showing the vehicle registered to you, at the permit address.
- 2.5 If you have recently changed address and do not have a V5C Registration Certificate in your name at the permit address, you must supply a copy of the Change of Address section from the V5C Registration Certificate. Upon receipt of this information, we can offer a temporary permit for 3 months

to allow you to update the DVLA. Any subsequent application submitted by you must be supported by an updated V5C Registration Certificate showing the vehicle registered to you, at the permit address.

- 2.6 The award of a parking permit relies on the vehicle in question being registered to the applicant at the permit address. Where the vehicle is registered to, or leased to, a third party at an alternative address, your application cannot be considered.

What happens once your application has been reviewed?

If your application is approved you will receive a confirmation email detailing your vehicle registration mark, a zone identifier and the permit duration. Please ensure you check all details are correct. If there are any discrepancies, please email lsparking@glasgow.gov.uk with the details.

Your permit will allow you to utilise any parking bay which displays a zone identifier corresponding to that on your confirmation email.

It is the resident's responsibility to renew a permit at the end of its validity. Please ensure a new application is submitted to Glasgow City Council no earlier than 28 days before the expiry date. You must allow at least 10 'working' days for processing, failure to do so may result in a break in the continuity of your permit. Please note Glasgow City Council will not issue an expiry reminder notice.

What should I do if I change my vehicle?

If you change your vehicle, or vehicle registration mark, you should email lsparking@glasgow.gov.uk with details of your old and new vehicle, together with supporting documentation confirming the change.

In the event that you no longer have the vehicle, you should notify the Council immediately by emailing the details to lsparking@glasgow.gov.uk. Any refund due will be calculated for the unused calendar months.

We reserve the right to carry out verification checks on any information supplied in support of an application for a Resident Parking Permit.

Availability of Parking Places

The purchase of a permit does not guarantee a space will be available as parking spaces are shared. The Council may also suspend parking places for various reasons. This can include roads works, events and filming as an example. Suspended bays are indicated by the placing of 'No Waiting/No Loading' cones 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.

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.