



GUIDANCE NOTES FOR HILLHEAD RESIDENT PARKING PERMIT APPLICANTS



Please retain these guidance notes for future reference

**These notes are for guidance only and should not be taken as a legal interpretation of any
Traffic Regulation Order**

1.0 BACKGROUND - The Hillhead Residents Parking Scheme was introduced in 1975 in response to specific difficulties which existed in this area. Under the terms of the scheme applications for Residents' Parking Permits will be considered from occupiers of residential houses or flats which existed at that time.

1.1 Where a house or flat has been newly built, or has been formed by sub-division of an existing property, the responsibility for the provision of parking lies with the developer unless specifically agreed otherwise by Glasgow City Council in advance of the sub-division works taking place. **If you live in a property which has been built or sub-divided since 1975 or has been split into flats or bed-sits, you should check your entitlement before proceeding with this application.**

2.0 RESIDENT - For the purposes of the scheme a resident is defined as a person whose usual place of abode is within a residential premises within the area defined in the appropriate Traffic Regulation Order. An applicant will be required to provide documentary evidence of bona fide residential status within the relevant area.

2.1 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 VEHICLE - The vehicle should normally be registered in the name and address shown as the applicant on the application, the exceptions to this are listed below in notes 3.1 - 3.4. The scheme makes no provision for shared or borrowed vehicles. The vehicle registration document or a clear copy **must** be submitted with the application.

3.1 Where the vehicle is a company car, a letter on headed note paper signed by the Company Secretary must be submitted along with the registration document or copy confirming the applicants' **exclusive** use of the vehicle.

3.2 Where the vehicle is owned by a hire or leasing company, the hire/lease agreement or copy must be submitted along with a letter from the employer, where applicable.

3.3 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.

3.4 Where the registered keeper name and address shown on the registration document differ from that shown as the applicant on the permit application then the change of keeper name and address portion of the registration document should be completed prior to submission. Glasgow Parking will then pass this to the DVLA.

3.5 Residents permits will be issued free of charge to holders of a valid Disabled Person's Badge provided that all other criteria are satisfied. The relevant badge or a full clear copy must be presented at the time of submission.

4.0 PERMITS - A maximum of one Residents' Parking Permit per household will be issued. You **cannot** park in a Residents' Bay until you receive a Permit

4.1 The Permit must be displayed in such a fashion as to ensure that all relevant details can be read from the footway. Where a permit holder parks in a non Residents' Bay during the controlled hours then they will be subject to the normal parking charges that apply at the locus.

4.2 Where a permit is lost or stolen this must in the first instance be reported to the Police and then to Glasgow Parking. An application for a replacement permit must be made on the appropriate form and will be subject to the appropriate administration charge.

4.3 Where a Permit holder changes their car or the registration number of their car the Permit must be returned to Glasgow Parking along with supporting documentation for the new vehicle or registration number. A replacement permit will be issued free of charge.

4.4 At all times the Permit remains the property of Glasgow City Council and is issued solely for the use of the applicant and vehicle to which it was issued. Should a Permit holder move out of the area for which the permit was issued or dispose of the vehicle, the permit should be returned to Glasgow Parking. A refund will be calculated pro rata in respect of the number of whole calendar months remaining at the time of surrender.

5.0 REMEMBER

- All sections of the form must be completed.
- The form must be signed and dated by the applicant.
- You cannot park in a Residents' Bay until you have received your permit.
- You must allow at least ten working days for processing of your application.
- A permit does not guarantee the use of any particular parking bay.
- Enclose payment details

WARNING - Any person who makes a false statement for the purposes of obtaining a Residents' Parking Permit, or who transfers a Permit to a third party or who uses a Permit which was not issued to them for their use, is liable to prosecution.