



HILLHEAD 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.

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

The Hillhead Residents Parking Scheme was introduced in 1975 in response to the 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. Where a house or a flat has been newly built, or has been formed by sub-division of an existing property, the responsibility for the provision of parking rests 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.

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.

4.5 Residents permits will be issued free of charge where the applicant holds a valid Disabled Person's Badge in their name, provided that all other criteria are satisfied. A full clear copy of the Disabled Person's Badge must be provided with your application.

5. PARKING PERMITS

A maximum of one Residents Parking Permit per household may be issued in the Hillhead Parking Zone. You cannot park in a Residents Bay until you receive your parking permit.

5.1 The permit should 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 location.

5.2 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.

5.3 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.

5.4 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.

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
- You cannot park in a Residents Bay until you have received and displayed your permit
- 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:	
			Issued By:	
Post Code:			Res Check:	
Daytime Tel:		Preferred Contact No.	Date Processed:	
Home Tel:			Mailed:	
Mobile Tel:				
Email Address:				

Vehicle Details				
Registration No:		Make:		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	£44.75		6 Months	£89.50		12 Months	£170.00

Applicants Declaration	
<p>I declare that I have read the Notes and Warning supplied and confirm that:</p> <ol style="list-style-type: none"> 1) My usual place of residence is at 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. <p>WARNING: 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.