



# KELVINGROVE 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.
- Physical resident parking permits will not be issued for this parking zone, instead virtual resident parking permits will operate.

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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, 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.

**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 and the requirement to provide parking for it at the applicant's current residential address.

**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. VIRTUAL RESIDENT PARKING PERMITS

A virtual resident parking permit means that your vehicle will be registered with the Council as having a credit for parking and a 'permit acceptance notification' will be issued, either by email or post, as confirmation. The 'permit acceptance notification' will state the period your virtual permit remains valid. This permit will allow you to utilise any parking bay which displays a zone identifier which corresponds to that on the 'permit acceptance notification', however this does not guarantee use of any particular parking space. Prior to receiving your permit acceptance notification, 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 acceptance notification'.

**5.2** Should you change your vehicle or the registration number of your vehicle, you **must** submit an updated application confirming the details of your replacement vehicle, together with the relevant supporting documentation.

**5.3** In the event that you dispose of your vehicle, you must notify the Council immediately, a refund will be calculated pro rata based on the number of whole calendar months remaining.

**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:		
					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:		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:					
See instructions for payment overleaf.							
Payment Details							
		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  
The Parking Unit  
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 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 – 12pm

Please note that proof of residence will need to be provided when purchasing Visitor Permits. There will be a limit of 40 Visitor Permits (8 books) per household per year.

**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.**