



SCHOOL CAR FREE ZONE PERMIT

GUIDANCE NOTES



Please retain these guidance notes for future reference

Please note:-

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

RESIDENT

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

1. USING THE APPLICATION FORM

This application form can be used to apply for a School Car Free Zone permit for the first time or to change your existing permit. Please advise what you wish to do by completing Part 1 of the application form and following the instructions.

2. PROOF OF RESIDENCE/BUSINESS PREMISES

You will need to confirm your entitlement by providing:

- current utility bill (no more than 3 months old) in applicants name
OR
- a copy of a current council tax bill in applicants name

Do not send original documents as these will not be returned. The Council cannot be held responsible for any original documentation which is lost in the post. We will not issue a permit until we are fully satisfied that you live at a qualifying address within the school streets area.

3. DOCUMENTS REQUIRED FOR YOUR VEHICLE

The vehicle must be registered in the name and address of the applicant, except as provided for in paragraphs

3.1 – 3.2 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 do not send original documentation.

3.1 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.

3.2 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. DISPLAYING YOUR PERMIT

The permit allows the vehicle to be used within the car free zone between the hours of 08:30 to 09:15 and 14:30 and 15:15, **the permit is not valid for any other purpose.** It is your responsibility to ensure you display your valid permit clearly on your vehicle windscreen, showing the vehicle registration number. The permit is invalid if the registration number of the vehicle does not correspond to that on the permit or cannot be viewed. Motorcyclists may choose to carry the permit but must produce it to anyone requiring to see it.

5. LOST, DEFACED OR DAMAGED PERMIT

If the permit is damaged or defaced, the holder must surrender it to the Council and seek a replacement. If you lose your permit, you must obtain a Lost Report from Police Scotland and apply for a replacement.

6. STOLEN PERMIT

Please report any stolen permit to the Police Scotland. Upon production of the relevant crime reference number, a replacement permit will be issued.

7. CHANGE OF DETAILS

If you move out with the School Streets Zone to which a permit refers, you must surrender your permit to Glasgow City Council. If you change your address or vehicle you must report all changes to Glasgow City Council as soon as possible with verification of your new residence or replacement vehicle. A replacement permit will be issued for your new vehicle upon surrender of your previous permit. As the permit is vehicle registration mark specific, existing permits are not valid on replacement vehicles.

8. OTHER REASONS FOR SURRENDER OF PERMIT

Permit holders are required to surrender their permit to the Council:

- if the permit ceases to be valid
- the permit holder ceases to be a qualifying resident
- the permit holder ceases to be the keeper of the vehicle for which the permit was issued
- a duplicate permit is issued by the Council
- if requested in writing by the Council

9. FRAUD & ABUSE PREVENTION

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.

11. REMEMBER

- Complete all sections of the form
- The applicant **must** sign and date the application form
- Enclose all the required supporting documentation as your application will be returned in the absence of the relevant documents.

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